



Scope of Practice

NUTRITION / FOODSERVICE MANAGEMENT / FOOD SAFETY / PERSONNEL MANAGEMENT / BUSINESS OPERATIONS

A Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) has passed a nationally recognized credentialing exam offered by the Certifying Board for Dietary Managers. Continuing education is required to maintain this credential. The exam is written by content experts, and administered by an independent professional testing company. The exam consists of 160 questions that have been pre-tested and proven valid and reliable. Questions cover five competency areas which fall under these major headings: Nutrition, Foodservice, Personnel and Communications, Sanitation and Food Safety, and Business Operations. The CDM, CFPP credential indicates that these individuals have the training and experience to competently perform the responsibilities of a certified dietary manager. CDM, CFPPs work together with registered dietitian nutritionists to provide quality nutritional care for clients and perform the following tasks on a regular basis*:

- Conduct routine client nutritional screening which includes food/fluid intake information
- Calculate nutrient intake
- Identify nutrition problems using established guidelines to distinguish between routine and at risk individuals
- Identify food customs and nutrition preferences based on race, culture, religion, and food intolerances
- Implement diet plans and diet orders using appropriate modifications
- Utilize standard nutrition care procedures following ethical and confidentiality principles and practices
- Document nutritional screening data in the medical record and complete forms (i.e. care plans, MDS, etc.)
- Review intake records, conduct visual meal rounds, and document food intake
- Participate in care conferences and review effectiveness of nutrition care
- Provide basic diet information using evidence-based educational materials
- Develop and implement menus that meet individual nutritional needs in accordance with established national guidelines
- Specify standards and procedures for food preparation
- Continuously improve care and service using quality management techniques including quality control standards and food waste policies
- Supervise preparation and serving of therapeutic diets and nutritional supplements
- Manage a sanitary foodservice environment
- Protect food in all phases of preparation, holding, service, cooling, and transportation
- Purchase, receive, and store food following established sanitation and quality standards
- Purchase, store, and ensure safe use of chemicals and cleaning agents
- Manage equipment use and maintenance
- Develop work schedules, prepare work assignments
- Manage goals and priorities for the department, establishing short- and long-term goals and communicating internally and externally
- Interview, hire, and train employees
- Conduct employee performance evaluations
- Recommend salary and wage adjustments for employees
- Supervise, discipline, and terminate employees
- Supervise business operations of foodservice department, implementing cost effective procedures and managing revenue-generating services
- Prepare purchase specifications and orders for food, supplies, and equipment
- Develop annual budget and operate within budget parameters
- Develop and implement department policies and procedures
- Comply with federal and state regulations related to effective food and nutrition services

**Validated by the 2014 Dietary Manager Job Analysis Study performed by Applied Measurement Professionals, Inc., and required by the National Commission for Certifying Agencies (NCCA). The CDM Certification Program is accredited by the NCCA.*