

Dietary Management Intern Handbook



ANFP® Association of
Nutrition & Foodservice
Professionals
Approved Training Program

Pikes Peak Community College
Division of Natural and Physical Sciences
Dietetic Technology
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Message from the Dietary Management Chair

A **Certified Dietary Manager, Certified Food Protection Professional (CDM[®], CFPP[®])** has the education and work experience to competently perform the responsibilities of a dietary manager and has proven this by passing the nationally-recognized CDM Credentialing Exam and fulfilling the requirements needed to maintain certified status.

CDM, CFPPs are experts at managing foodservice operations and ensuring food safety. They are responsible for implementation of menus, foodservice purchasing, and food preparation. They apply nutrition principles, document nutrition information, and manage work teams.

A CDM, CFPP has achieved defined competencies in five key areas:

- Nutrition
- Foodservice
- Personnel and Communications
- Sanitation and Safety
- Business Operations

CDM, CFPPs work together with Registered Dietitian Nutritionists (RDNs) to provide quality nutritional care in a variety of non-commercial settings and perform a myriad of specialized tasks and roles within a foodservice operation.

Pikes Peak Community College offers an Association of Nutrition and Foodservice Professionals (ANFP)-approved program.

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Equity & Inclusion Statement

The Certified Dietary Manager program proudly supports PPCC's *Office of Equity and Inclusion*.

Community and Diversity Values: We engage and support our community while embracing diversity, as it enriches lives and educational experiences.

Nondiscrimination Statement

Pikes Peak Community College (PPCC) prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, ancestry, physical or mental disability, veteran or military status, pregnancy status, religion, genetic information, gender identity, or sexual orientation, in its employment practices or educational programs and activities. PPCC will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Mr. Carlton Brooks, Executive Director of Human Resource Services, as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate the college's civil rights compliance activities and grievance procedures under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act. Mrs. Kim Hennessy, Assistant Director of Human Resource Services, has been designated as the College's Deputy Affirmative Officer/Equal Opportunity Coordinator/Title IX Coordinator. For further information, please contact either Mr. Carlton Brooks or Mrs. Kim Hennessy at 5675 South Academy Blvd, Colorado Springs, CO 80906 or at (719) 502.2600.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Dietetic Technology Certificates & Degree

Mission

The Dietary Management program at Pikes Peak Community College provides accessible, quality education and training for a diverse student population to become experts in foodservice management and food safety and enter the profession as a Certified Dietary Manager, Certified Food Protection Professional.

Programs

Dietary Manager I

Dietary Manager I offers education, training, and supervised experience needed to competently perform the responsibilities of a Certified Dietary Manager, Certified Food Protection Professional (CDM®/CFPP®) in healthcare and long-term care facilities, school districts and correctional institutions. Emphasizes the fundamentals of nutrition, foodservice, personnel and communications, sanitation and safety, and business operations in a foodservice department.

Upon successful completion of the program individuals will be eligible to take the Certified Dietary Manager, Certified Food Protection Professional (CDM®/CFPP®) national examination from the Certifying Board of Dietary Managers (CBDM) and the Association of Nutrition and Foodservice Professionals (ANFP). Total Credit Hours: 18

Certificate Learning Outcomes

- Provide optimal nutrition services to patients or residents as a member of the nutrition care team.
- Coordinate the service of food and nourishments among various departments such as dining and nursing.
- Oversee food safety, inventory, and ordering of food, equipment, and supplies.
- Arrange for the routine maintenance and upkeep of the foodservice equipment and facilities.
- Coordinate all administrative and human resources functions of the foodservice department.

Upon the completion of CUA 1001, students take a nationally recognized test, ServSafe Manager, from the Education Foundation of the National Restaurant Association. If passed with a score of 75% or more, students receive a Certificate of Achievement from the Education Foundation.

Dietary Manager II

PENDING HLC APPROVAL

Dietary Manager II prepares graduates of a two-year, four-year or greater, college degree in foodservice management, nutrition, culinary arts, or hotel-restaurant management to take the Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®) national exam from the Certifying Board of Dietary Managers (CBDM) and the Association of Nutrition and Foodservice Professionals (ANFP).

Total Credit Hours: 8

Certificate Learning Outcomes

- Assess a client's nutritional status using the Nutrition Care Process: ADIME (Assessment, Diagnosis, Intervention, Monitoring, Evaluation).

- Examine principles of foodservice management, food safety and sanitation, personnel management, and business operations in non-commercial settings.

Dietary Manager IIIb

PENDING HLC APPROVAL

Dietary Manager IIIb prepares students who have two years of full-time non-commercial foodservice management work experience* to take the Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®) national exam from the Certifying Board of Dietary Managers (CBDM) and the Association of Nutrition and Foodservice Professionals (ANFP).

*Non-commercial foodservice operations serve food as support within an institution such as hospitals, nursing homes, schools, military, correctional facilities, or community feeding programs and are typically subsidized by the institution from which they operate; they have third-party oversight by agencies such as The Joint Commission (TJC), local and/or state health departments, Center for Medicare and Medicaid Services (CMS). Total Credit Hours: 13

Certificate Learning Outcomes

- Apply strategies and techniques to manage and/or direct foodservice operations: sanitation and food safety, personnel management and communications, and business operations.
- Utilize standard nutrition care procedures to conduct routine client nutrition screening and provide nutrition care.

Dietary Management – Associate of Applied Science

The Associate of Applied Science is the pathway for students interested in earning a degree with the Dietary Manager certificates. This program provides related work experience as well as the basic career and technical knowledge required to manage non-commercial foodservice departments.

Program Learning Outcomes

- Manage the personnel, operations, and physical facilities of food service systems.
- Apply standard nutrition care to meet the nutritional needs of clients.
- Design, implement, monitor, and assess the effectiveness of nutrition care plans in coordination with the interdisciplinary team.
- Apply safe food handling techniques in the food service department.

Sample Schedule

Dietary Manager I Certificate: Full-time Schedule

| Semester 1 (13 credits) | Semester 2 (5 credits) |
|--------------------------------|-------------------------------|
| HWE 100 | DIT 180 |
| CUA 101 | DIT 181 |
| DIT 121 | DIT 182 |
| DIT 123 | |

Dietary Manager I Certificate: Part-time Schedule

| Semester 1 (5 credits) | Semester 2 (8 credits) | Semester 3 (5 credits) |
|-------------------------------|-------------------------------|-------------------------------|
|-------------------------------|-------------------------------|-------------------------------|

| | | |
|---------|---------|---------|
| HWE 100 | DIT 121 | DIT 180 |
| CUA 101 | DIT 123 | DIT 181 |
| | | DIT 182 |

Online Learning

Many classes for the dietary management program are offered online. The Field Experience must be completed in an approved facility.

PPCC uses an online learning system called Brightspace, also known as Desire to Learn (D2L), to deliver online classes. Face-to-face classes also use D2L to provide course materials and submission of assignments and quizzes.

Our New [Student Online Orientation](#) is a series of modules, videos, and quizzes to help you begin your PPCC College Experience. You will be introduced to services and resources, learn the steps to prepare for your academic advising appointment, and shown how to select your courses!

Orientation covers:

- How to navigate the myPPCC Portal
- How to access your student email
- Career Services
- Course scheduling and registration
- Academic Advising information
- Financial Aid information
- Student resources

New Student Orientation can be completed on a computer, tablet, or smartphone. Students may use one of our [computer labs](#) for free. Plan to spend *at least* one hour completing the orientation.

Field Experience/Internship

Students enrolled in field experience courses will be assigned to a facility by the Allied Clinical Coordinator or CDM Chair. Students may be assigned to the facility where they are employed. If assigned to the same facility, the student must have permission from the employer and the CDM Chair. The CDM Chair will retain the final decision for field experience placement.

Internship Prerequisites

- **Completed DIT 1021, DIT 1023, HWE 1050, CUA 1001 with a letter grade of C or higher.**
- **No financial holds on your student account.**
- **Pass a background check and drug screen.**
- **Negative TB screen.**
- **May need Flu vaccine and/or COVID vaccine series as required by the internship site.**
- **Complete all steps from the Instruction to Register List below no later than November 1 for Spring Internship or April 1 for Fall Internship.**

Register for Internship

1. Follow the instructions included on link to complete a background check and drug screen: https://www.castlebranch.com/online_submission/package_code.php
The package code for the CDM/Nutrition program is PT84.
2. Once your background check is complete, go to PPCC Human Resources Office. The office is located off the Atrium at Centennial Campus, and request a copy of your background check. You will need to bring this copy to the internship on your first day.
3. Bring current (within one year) TB screen documentation to internship. If you don't have one, you will need to have the TB screen done by the physician/clinic of your choice.
 - a. <https://www.thelittleclinic.com/>
4. Register for DIT 1080, DIT 1081, and DIT 1082.
 - a. Email Andrea.ulrich@ppcc.edu once you have completed steps 1-3. You will need instructor signature to register for the field experience/internship.

Internship Rules



TIP: You are encouraged to discuss expectations regarding attendance, dress code, and professionalism with your preceptor during the site orientation.

Conflict of Interest – Preceptors and Placement Sites

Placements are NOT permitted at sites where a personal relationship exists. If the site has various areas with different preceptor staff, students are not permitted to be assigned to areas where they have a conflict. These relationships are defined below:

- Family relationships: a person connected with another by blood relationship, marriage, conjugal relationship or adoption

This rule is intended to avoid situations that could be perceived as potentially compromising an objective, candid, and fair assessment of the student and to ensure the “learning-teacher” relationship is upheld. If preceptors become aware of a conflict, they can also bring this to the attention of the Faculty.

Disclosure is the responsibility of the student and preceptor. Failure to disclose a potential conflict of interest may result in the student having to repeat the placement at an alternate site.

Attendance

Attendance and completion of all hours is mandatory for students to receive credit. Each student needs to keep track of the hours spent at his or her internship site on the Field Experience Verification form. Please contact your preceptor regarding any absences.

Illness

Attendance and completion of all hours is mandatory for students to receive credit. In the case of illness, you are expected to notify your preceptor by way of phone or email. Absences due to illness of two days

or more require an explanation, which may include evidence such as a physician's note. Please contact your instructor in the event your miss more than 2 days due to illness.

Holidays and Religious Observances

Should a holiday fall within the timeframe of the placement, it is your preceptor's discretion to decide how to proceed. The preceptor may grant the student the day off and schedule a day in place of the holiday or have the student report to the site and include that day as a placement day.

Dress Code

Students must wear a PPCC Student Identification at all times during the placement.

Students are expected to dress in an appropriate and professional attire that is clean, neat, and not overly worn. They must adhere to the dress code of the Site. Students should discuss dress code with the preceptor on Day 1 of the placement during the Site Orientation including site-specific dress and hygiene/grooming policies (beards, piercings, and false or colored fingernails).

Mobile Device

Review the filed experience site's policy regarding the use of electronic devices during the Site Orientation with the preceptor. If device use is sanctioned at the site, they are to be used with the utmost discretion for educational purposes only. If directed by the preceptor, device may be used to contact the preceptor for field experience related matters only.

Internship Intervention

The CDM Chair may immediately deny assignment of a student to, withdraw a student from, or vary terms, conditions, or site/field experience placement if the CDM Chair has reasonable grounds to believe that this is necessary because of public interest, public safety, or public health concerns.

Drug Screen, TB Screen, Criminal Records Check,

Pikes Peak Community College (PPCC) is required to declare the suitability of every student to authorized representatives of each clinical site where a student is assigned. Therefore, all Certified Dietary Manager (CDM) students must undergo a drug screen, TB screen, criminal background check as part of the terms and conditions of their enrollment in the Certified Dietary Manager internship portion of the program.

The drug screen and TB screen tests will be conducted at a lab that PPCC has contracted for services. The criminal records check will be conducted upon the signed consent of the enrolled CDM student. The drug screen, TB screen, and criminal records check will be paid for by the student.

Results for the drug screening, TB screen, criminal records check, and physical examination will be reported to and kept on file with the Human Resources Department. Results will be kept confidential.

The Human Resources Department will notify the CDM Chair when:

1. A student has completed the drug screen and TB screen requirements.
2. A student's drug screen results show positive detection for controlled or illegal substances.
3. A student's TB screen results show positive for tuberculosis.
4. A student's criminal records check shows possible disqualifying criteria.

All CDM students must complete the required screenings, and background check by the specified date at the beginning of the semester in which the student is scheduled to enter his/her first internship; failure to do so will result in withdrawal from the internship assignment and non-completion of the degree or certificate.

Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continue to be prohibited while a student is on campus, including any time the student is in a clinical experience or representing the College.

Grading Scale

The grading scale for all dietary manager coursework is as follows:

| Percent | Grade | Grade Points |
|------------|-------|--|
| 100-90% | A | 4 points |
| 89-80% | B | 3 points |
| 79-70% | C | 2 points |
| 69-60% | D | 1 point |
| Below 60% | F | 0 points |
| Incomplete | I | No credit. Must be changed to a grade in the following semester |

A grade of “C” or higher (70% or above) is required in all DIET and HWE courses as well as a 2.0 cumulative GPA to meet graduation requirements for this program.

Withdrawal from courses

Students should consult with the instructor before dropping a course. There may be options the instructor suggests to help the student complete a course. Students may drop courses by going to myPPCC portal website.

Tuition and Fees

[Tuition and Fees](#) can be found online. Total cost for the program including tuition, fees, and textbooks for resident students with COF is approximately \$3500-\$4000.

Professionalism

PPCC Student Code of Conduct

Students are expected to know and follow the [PPCC Student Code of Conduct](#) at all times. Failure to follow the PPCC Student Code of Conduct may result in dismissal from the Certified Dietary Manager Program.

Certified Dietary Manager Standards of Practice

Students are expected to know and follow [ANFP Standards of Practice](#) for CDM, CFPPs.

Certificate of Completion

Formal Assessment of Student Learning

The successful completion of all course requirements at a minimum level of 70% (grade "C" or better based on standardized grading). Faculty assign grades based on their assessment of the student's knowledge of and demonstrated ability to apply the core principles and expected learning outcomes through course assignments. Faculty expect students to complete both in and out of class assignments, comprehensive exams, individual and group projects, and participation in course discussions. The core knowledge and competency requirements are guided by the Association of Nutrition and Food Professionals.

Certificate Requirements

- A minimum of one third of credit requirements completed at PCC
- Completion of courses outlined including clinical experience
- Meet all transfer credit requirements (if applicable)
- Cumulative GPA of 2.0 out of 4.0
- Must earn a "C" or better on all required courses
- Payment of all financial obligations owed to the college

Recommended Proficiencies

- High School Diploma or GED
- CIS 1018 Intro to PC Applications is strongly recommended

Dietary Management Accreditation

Who is a Certified Dietary Manager?

Defined by the Association of Nutrition and Food Professionals, "a Certified Dietary Manager, Certified Food Protection Professional (CDM®, CFPP®) has the education, training, and experience to competently perform the responsibilities of a dietary manager and has proven this by passing a nationally-recognized credentialing exam and fulfilling the requirements needed to maintain certified status.

CDM, CFPPs are experts at managing foodservice operations and ensuring food safety. They are responsible for implementation of menus, foodservice purchasing, and food preparation. They apply nutrition principles, document nutrition information, manage work teams, and much more."

CDM, CFPP Accreditation

The Certified Dietary Manager program at Pikes Peak Community College is accredited by the Association of Nutrition and Food Professionals (ANFP). The Certified Dietary Manager program is accredited through November, 30, 2022.

Association of Nutrition and Food Professionals
406 Surrey Woods Drive
St. Charles, IL 60174
800.323.1908
info@ANFPonline.org

Pikes Peak Community College Accreditation

Pikes Peak Community College is accredited by the Higher Learning Commission (HLC) of the North Central Association of College and Schools (NCA). PPCC has been an accredited college since 1975. For information about PPCC's accreditation, you can contact the Higher Learning Commission of the North Central Association Colleges and Schools at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, or call, 800-621-7440.

PPCC Mission of the College

Our mission is to provide high quality, educational opportunities accessible to all, with a focus on student success and community needs, including occupational programs for youth and adults in career and technical fields, two-year transfer educational programs to qualify students for admission to the junior year at other colleges and universities, and a broad range of personal, career, and technical education for adults.

Program Communication with ANFP

Student names and addresses will be e-mailed to ANFP at the beginning of each semester or whenever students enroll (with student's permission). Students must contact the CDM Chair via email to deny permission to share student name and address with ANFP.

Graduate lists will be e-mailed to ANFP within two weeks of graduation from the CDM program. The CDM Chair will advise ANFP within two weeks of a change in the CDM Chair.

Certificates will be provided to students upon successful completion of the program.

The Program Chair will notify:

- Faculty that all student names and addresses will be e-mailed to ANFP at the beginning of each semester or whenever students enroll (with student's permission).
- ANFP within two weeks of a change in the CDM Chair.
- ANFP within two weeks of change in instructors.

ANFP Website

- Pre-Professional Membership: <http://www.anfponline.org/education/students>
- Order textbooks from ANFP: <http://www.anfponline.org/education/students>
- Apply for ANFP Grants: <https://www.anfponline.org/about-anfp/foundation/grants/grant-types/>
- Exam Content: <https://www.anfponline.org/docs/default-source/legacy-docs/instructors/docs/integration.pdf>
- National Exam Testing Sites: <http://online.goamp.com/CandidateHome/displayTCList.aspx?pExamID=21478>

Program Evaluation

The effectiveness of the program will be monitored regularly by the CDM Chair. Outcomes assessment for all Certified Dietary Manager students includes passing rate for the certification exam, surveys of employers' satisfaction with graduates, and surveys of graduates' satisfaction with their educational preparation.

The Certified Dietary Manager CDM Chair is committed to fulfilling all requirements to maintain the highest level of accreditation for the Certified Dietary Manager Program and conduct ongoing evaluation

procedures. Students currently enrolled and graduates of the program will be asked to actively participate in evaluation surveys

Certification

Each dietary manager student who has met the PPCC graduation requirements will be eligible to sit for the Association of Nutrition and Foodservice Professionals (ANFP) certification exam. At the end of each semester, names of dietary manager graduates are sent to ANFP.

The certification exam is offered online year round at several different locations throughout the United States. Students will be required to submit to ANFP an exam application and pay the exam fee before taking the certification exam. The school code for PPCC is 060303 on the ANFP exam application. More information about the certification exam can be found on the ANFP website at www.anfponline.org. Once a student has successfully completed the certification exam they will earn the Certified Dietary Manager, Certified Food Protection Professional (CDM, CFPP) credentials. Students who pass the exam will be required to pay a certification fee each year to keep the credential current.

ANFP also requires that a CDM, CFPP earn 45 continuing education hours every 3 years. Five of these continuing education hours must be in the area of sanitation. The CDM, CFPP credentials will also allow students to join the ANFP organization as an active member. You may gather more information about continuing education offerings from www.anfponline.org.

Statement of Understanding of the STUDENT HANDBOOK

I, _____ (please print your name), have read and understand the **Pikes Peak Community College, Certified Dietary Manager Program Rules contained in the STUDENT HANDBOOK.**

Any questions concerning this handbook may answered by your instructor or the CDM Chair prior to signing this statement.

All Certified Dietary Manager students must sign this statement and submit it to the Certified Dietary Manager Chair prior to the starting Field Experience.

Student Signature

Date