

ONLINE NUTRITION & FOODSERVICE PROFESSIONAL TRAINING PROGRAM

Course Overview

| TERM I Courses | Total Number of Modules /Lessons | Module Number | Hours | Instructor |
|---|---|--------------------------|--------------|--|
| Orientation & Safety Class (Online Learning) | 5 | 1 - 5 | 12 | Lisa Blackburn, Program Director |
| Career Skills 1/Worker Characteristics1 | 3 | 1 | 20/6 | Lisa Blackburn, Program Director |
| Management of Foodservice | 12 | 2 - 13 | 220 | Phyllis Ensor, CDM |
| Sanitation & Food Safety | 4 | 14 -17 | 114 | Phyllis Ensor, CDM |
| Field Training Foodservice Safety/Sanitation | | | 60 | Blackburn/Ensor (assist in finding facility as needed) |
| TERM II Courses | Total Number of Modules /Lessons | Module Number | Hours | Instructor |
| Career Skills 2/Worker Characteristics 2 | 2 | 1 - 2 | 22/6 | Lisa Blackburn, Program Director |
| Human Resource Management | 4 | 3-6 | 114 | Phyllis Ensor, CDM |
| Nutrition and Medical Nutrition Therapy | 8 | 7-14 | 200 | Stephanie Roark, RD |
| Field Training Nutrition Management | | | 90 | Blackburn/ Ensor (assist in finding facility as needed) |

Course Description:

This online program is designed to prepare the student to work as a Dietary Manager in foodservice at an assisted living facility, nursing home, hospital, school, restaurant, or correctional facility. A Dietary Manager works with Registered Dietitians to provide quality nutritional care for patient/residents. The academic course content is divided into five major areas of study:

- Management of Foodservice
- Sanitation & Food Safety
- Nutrition & Medical Nutrition Therapy
- Human Resource Management
- Career Skills/Worker Characteristics 1 & 2

--The **first term** consists of 372 web-based hours divided into 16 Modules (16 lessons) that contain the instructional and theory materials and **60 hours of Field Experience Training in Foodservice and Sanitation and Safety.**

Term I

| Area of Training | Hours | Total Hours |
|---------------------|-------|-------------|
| Foodservice | 40 | 432 |
| Sanitation & Safety | 20 | |

-- The **second term** consists of 342 web-based hours divided into 14 Modules (14 lessons) that contain the instructional and theory materials and **90 hours of Field Experience Training in Nutrition and Management.**

Term II

| Area of Training | Hours | Total Hours |
|------------------|-------|-------------|
| Nutrition | 50 | 432 |
| Management | 40 | |

A separate final grade will be given for each of the above courses. Each course has its own separate course outline/syllabus. The grading scale and how the grades are calculated will be posted at the beginning of each course on the website and on the course syllabus.

Program Objectives:

After you have completed this course, the student will be able to:

- Utilize the systems approach to procure, produce, and serve food to all customers.
- Provide a safe and sanitary environment for employees.
- Utilize appropriate supervisory management techniques.
- Provide appropriate quality nutritional care for the client.
- Meet all licensing and regulatory agency standards.
- Utilize business, marketing, and public relation skills to improve foodservice and nutrition to peers, patients, and community.
- Constantly strive for improved performance as a Dietary Manager.
- Participate in the professional activities of the Association of Foodservice Professionals Managers Association

Required Textbooks:

1st Term – Foodservice Management by Design, ANFP, 2020

2nd Term – Nutrition Fundamentals and Medical Nutrition Therapy, ANFP, 2020

Students may order the textbooks through our TCAT Elizabethton Bookstore 423-543-0070 ext 1000 or from the Association of Nutrition & Foodservice Professionals (ANFP) website -

www.ANFPonline.org/market

Specific Course Requirements:

For this course, the student should be familiar with the use of the internet, using e-mail, setting attachments, and be comfortable with navigating to other specific sites as directed in class.

Minimum Hardware & Software Requirements for your computer are listed on a separate page.

Please Note: **Microsoft Word** Software is required to submit assignments.

Field Training Component:

Arranging for the field training component of this program will be the responsibility of each participant. Each student in the Nutrition & Foodservice Professional Online Program will need 150 hours of documented field experience training. **Twenty-five** (25) of the 150 hours will need to be directly supervised by the **Registered Dietician/Preceptor** in the hospital or other arranged environment for the nutritional aspects of the program. The remainder of the field experience hours, approximately 125, can be with a **CDM/ DTR** and coordinated by the student's RD/Preceptor and monitored by the Program Director.

- Participants must have the endorsement of a preceptor who must be a **Registered Dietitian (RD)** and/or a **Certified Dietary Manager (CDM)**.
- Students maintain field training verification forms (to record your hours trained) for each field experience class which are signed by both the preceptor and the program coordinator.
- Dietary Manager Students are required to submit information regarding the field experience facility and preceptor. All forms should be submitted to the program director within the first two weeks of class. These forms are available on the program website and will be available when you log into the class.

The Program Director will contact each facility that student selects and send an affiliation agreement for the student to do his or her field training. The entire 150 hours of field learning activities will be coordinated and monitored by the Program Director. The student will arrange a schedule with the facilities and submit a **tentative** schedule to the Program Director prior to start of the field training. CDM or DTR trainers can be utilized in the long-term care facilities to precept the non-nutritional aspects of the field experience training.

If you have prior experience in foodservice – you may qualify for **a waiver** of part of the field training hours. In order to qualify for the waiver of hours - The student must have a **minimum of two years' experience in a managerial or supervisory capacity in institutional food service**.

Managerial/supervisory experience is defined as on-the-job time in a full-time management capacity. Institutions are defined as organizations or corporations such as hospitals, nursing homes, schools. If you think that you may qualify for a waiver - there is a **Waiver Request Form** that will need to be completed and submitted to the Program Director for approval after you start the program.

Field Experience Training Requirements

Each student must provide the following to the Program Director prior to Field Experience Training:

1. Provide proof of **Mantoux Tuberculin Skin Test (TB Skin Test)**, within the previous 12 months. Persons with a history of TB or those who have previously tested PPD positive shall not have PPD Testing but shall have a baseline Chest X-Ray. (A copy of the results must be mailed or faxed to the Program Director prior to any field training.)
2. **Hepatitis B Vaccine & Notice/Declination Form** --& **HIV-Post Exposure Prophylaxis Information** - - HBV/HIV form is provided.
3. Complete the **Confidentiality Agreement Form**.
4. **Professional Liability Insurance** - Every student will purchase liability insurance prior to the start of their field training experience. This will be paid when registering for the first term of the program.
5. **In addition to the above, some nursing homes, hospital facilities, schools, or correctional facilities may have additional requirements.** Any additional requirements are the responsibility of the student and will be at the student's own expense. The following list are some examples of possible additional requirements that may be required before utilizing their facility as a training site:
 - A record of a **physical examination/medical questionnaire**
 - Proof of two **(2) MMR vaccines** after the first birthday OR proof of immunity by Rubella and Rubeola* Titers. (Rubeola Titer required if born in or after 1957.)
 - Proof of **medical insurance coverage**
 - A **blood or urine drug screen** (the facility will determine when the drug screen would need to be done).
 - A **criminal background check** may be required.
 - A **Student Affiliation Orientation** may be required to review applicable policies and procedures, safety and health issues, confidentiality agreements, etc. that are specific to each facility.
 - **Departmental Orientation** - Each facility may also require a separate departmental orientation in addition to the general orientation mentioned above.