## Course Overview

### TERM I

<table>
<thead>
<tr>
<th>Courses</th>
<th>Total Number of Modules /Lessons</th>
<th>Module Number</th>
<th>Hours</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Class</td>
<td>5</td>
<td>1 - 5</td>
<td>12</td>
<td>P. Roark-Williams, RN, BSN</td>
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<tr>
<td>Career Skills 1</td>
<td>2</td>
<td>1-2</td>
<td>20</td>
<td>P. Roark-Williams, RN, BSN</td>
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<tr>
<td>Management of Foodservice</td>
<td>10</td>
<td>3-12</td>
<td>220</td>
<td>P. Ensor, CDM</td>
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<tr>
<td>Sanitation &amp; Food Safety</td>
<td>6</td>
<td>13-18</td>
<td>120</td>
<td>P. Ensor, CDM</td>
</tr>
<tr>
<td><strong>Field Training</strong></td>
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<tr>
<td>Foodservice Safety/Sanitation</td>
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<td></td>
<td>60</td>
<td>P. Ensor, CDM, CFPP, L. Blackburn RN</td>
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### TERM II

<table>
<thead>
<tr>
<th>Courses</th>
<th>Total Number of Modules /Lessons</th>
<th>Module Number</th>
<th>Hours</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Skills</td>
<td>2</td>
<td>1 - 2</td>
<td>22</td>
<td>P. Roark-Williams, RN, BSN</td>
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<tr>
<td>Human Resource Management</td>
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<td>3-6</td>
<td>120</td>
<td>P. Ensor, CDM</td>
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<tr>
<td>Nutrition and Medical Nutrition Therapy</td>
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<td>7-14</td>
<td>200</td>
<td>E. Crawford, RD</td>
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<tr>
<td><strong>Field Training</strong></td>
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<tr>
<td>Nutrition Management</td>
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<td></td>
<td>90</td>
<td>P. Ensor, CDM, CFPP, L. Blackburn RN</td>
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</table>
Course Description:
This online program is designed to prepare the student to work as a Nutrition & Foodservice Professional (formerly Dietary Manager) in foodservice at an assisted living facility, nursing home, hospital, school, restaurant or correctional facility. A Nutrition & Foodservice Professional (formerly 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

--The *first term* consists of 372 web-based hours divided into 18 Modules (18 lessons) that contain the instructional and theory materials and *60 hours of Field Experience Training in Foodservice and Sanitation and Safety.*

<table>
<thead>
<tr>
<th>Term I</th>
<th>Area of Training</th>
<th>Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foodservice</td>
<td>40</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Sanitation &amp; Safety</td>
<td>20</td>
<td>20</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>432</strong></td>
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</table>

-- 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.*

<table>
<thead>
<tr>
<th>Term II</th>
<th>Area of Training</th>
<th>Hours</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nutrition</td>
<td>50</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td>40</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>432</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 Nutrition & Foodservice Professional (formerly Dietary Manager).
Participate in the professional activities of the Association of Nutrition & Foodservice Professionals (ANFP) (formerly CDM Association)

**Required Textbooks:**

1st Term – *Foodservice Management-By Design*, ANFP, 2015  
2nd Term – *Nutrition Concepts and Medical Nutrition Therapy*, ANFP, 2015

Students may order the textbooks through our TCAT Bookstore or at [www.ANFPonline.org](http://www.ANFPonline.org) – click on Education & Career link, then download Publications Catalog, go to page 8.

If ordering from ANFP, students should order their textbooks prior to starting the Nutrition & Foodservice Professional Training Program.

**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.

**Browser Recommendations**

- Netscape 4.76, 6.2.1, 6.2.2, and 6.2.3 (PC & Mac)  
- Internet Explorer 5.0 to 6.0, except 5.5 Service Pack 1 (PC)  
- Internet Explorer 5.0 and 5.1 (Mac OS 9.x)  
- Internet Explorer 5.1 (Mac OS 10.1)  
- AOL 7.0 (PC & Mac)

- JavaScript must be enabled.  
- Cookies must be enabled.  
- Java must be enabled in courses which use the Whiteboard and/or Chat tools.

- E-Learn maintains a [browser tune-up page](http://www.elearn-training.com) with complete directions on making your browser work well with E-learn.

**Microsoft Word** 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 (formerly Dietary Manager) 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 be endorsed by a food service facility, either from a work environment or on a voluntary basis.  
- Participants must also have the endorsement of a preceptor who must be a Registered Dietitian (RD) and/or a Certified Dietary Manager (CDM) before starting field training.
Students maintain field training verification forms for each field experience class which are signed by both the preceptor and the program coordinator.

Nutrition & Foodservice Professional 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.

Forms are to be uploaded into the designated Dropbox within the class.

The Program Director will contact the Preceptors and each facility and make the necessary arrangements 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.

The following documents and procedures will be utilized:

**Nutrition & Foodservice Professional Field Training Checksheets** -- A checklist of criteria/activities/ tasks that the student will need to complete and that will be initialed and dated by the Dietitian / CDM or DTR.

1. **Field Experience Verification Forms** -- To be used to verify training hours. The Preceptor / CDM / DTR will sign the forms and then the student will mail or fax a copy to the Program Director every two weeks.
2. **Student Evaluation Form** -- To be completed by the Preceptor. The Program Director will send a copy of this form to the Preceptor and CDM for an evaluation of the student.
3. The Program Director will communicate regularly with the student and the Preceptors, either through mail, fax, telephone, or e-mail.
4. **A Field Training Notebook** is to be submitted to the Program Director at the end of all of the field training experience in Term II.

**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. The Liability insurance is paid when registering for the first term of the program ($15.00).
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. A record of a physical examination/medical questionnaire
   b. 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.)
   c. Proof of **medical insurance coverage**
d. A **blood or urine drug screen** (the facility will determine when the drug screen would need to be done).

e. A **criminal background check** may be required.

f. 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.

g. **Departmental Orientation** - Each facility may also require a separate departmental orientation in addition to the general orientation mentioned above.