

Dietary Management *Program Proposal*



Presented to the South Dakota
State Board of Education
May 2012
For Implementation
Fall 2012



Mitchell Technical Institute
1800 E. Spruce St. • Mitchell, SD 57301



Mitchell Technical Institute

Program Expansion:	Dietary Management
Length of Program:	Certificate (16.5 credits)
Number of Students:	12
Projected Start Date:	Fall 2012

Executive Summary

Mitchell Technical Institute seeks approval to expand its Culinary Arts program to offer an online short-term training program, approved by the Association of Nutrition & Foodservice Professionals (ANFP), to prepare graduates to work as certified dietary managers (CDM) in a variety of employment settings. Graduates of the program will be qualified to take the CDM exam through the ANFP.

This certificate program is specifically designed for those already working in food service. The program will meet the needs of nursing homes and hospitals, as well as other employers, throughout the state who require credentialed and well-trained foodservice employees. Many of these facilities and organizations will pay all or part of the costs for their current employees to take the online certificate training to become certified dietary managers.

In addition, the dietary management curriculum will be incorporated into a second AAS degree (Culinary and Dietary Management) option for MTI's culinary students.

Identification and Description of the Program:

The Dietary Management certificate program will be an online certificate program primarily geared for foodservice workers employed by South Dakota's hospitals, nursing homes, schools, and other facilities which depend upon certified dietary managers to provide food service management, menu planning, medical nutritional therapy, and nutritional education.

The content, structure and delivery of the curriculum will be approved by the Association of Nutrition & Foodservice Professionals (formerly known as the Dietary Managers Association), which will qualify our graduates to take ANFP's Certified Dietary Manager exam. Upon passing the exam, the graduates will earn two nationally-recognized credentials: Certified Dietary Manager (CDM) and Certified Food Protection Professional (CFPP).

Because the didactic curriculum will be provided through an online platform, program participants will be able to continue working while completing the coursework for the certificate; they will also be able to complete the field experience requirements at their current workplace under the direct supervision of a registered dietician. Upon passing the CDM exam, these individuals will be certified dietary managers and will be able to advance their careers in this important field.

This program will be of particular benefit to South Dakota hospitals and nursing homes who are required by state administrative rules to have a full time dietary manager on staff. To meet this requirement, these facilities currently enroll their employees in out-of-state CDM programs. Moreover, the facilities typically pay all or part of the training costs associated with certifying their staff as dietary managers, and MTI has been assured that they will continue to do so – except now the facilities would utilize MTI's Dietary Management program.

Objectives and Purpose of the Program:

Certified dietary managers focus on supervising food preparation rather than the actual preparation of meals. Their main responsibilities include putting menus together, meeting food safety regulations, ordering food and supplies, providing nutritional assessments, screening, and education, and managing the smooth operation of a food service department. They are skilled at communicating the science of nutrition into everyday terms so patients or clients can better understand their choices about diet and nutrition.

Graduates of the certificate program will be able to:

- Oversee day-to-day department operational and nutritional activities
- Conduct nutritional analysis
- Conduct menu planning
- Supervise staff and delegate responsibilities
- Monitor budget and utilize operational resources
- Participate in nutrition program development
- Assure food safety and sanitation regulations are met
- Qualify to take the ANFP Certified Dietary Management and Certified Food Protection Professional exams

The two-year culinary AAS option in Culinary and Dietary Management will include the above learning outcomes. AAS graduates will also be able to:

- Identify and apply basic culinary terminology, knife skills and cooking techniques while multi-tasking, problem solving, and managing stress levels within a diverse culinary environment
- Convert and modify and produce recipes using culinary math and measurement
- Demonstrate culinary knowledge and skills with consistency using established standards

- Apply basic business and accounting skills
- Communicate effectively through both oral and written means
- Demonstrate a professional attitude and work ethic
- Apply reasoning and critical thinking to solve problems and seek information
- Work cooperatively in a team environment
- Use computer technology

Methods of Attaining the Objectives of the Program:

MTI has a successful Culinary Arts Associate of Applied Science program, as well as a certified dietary manager already on staff, which creates a natural pathway for expanding into dietary manager training.

MTI will use curriculum approved by the Association of Nutrition & Foodservice Professionals (ANFP) and complete the requirements set by ANFP to become an ANFP-approved training program, which will qualify our graduates to take the CDM credentialing exam. MTI is also working with area hospital and nursing home administrators and the registered dietitians who will serve as preceptors for the field experience hours required. Many of these same individuals have agreed to serve on the Dietary Management Advisory Board, which will guide the program to assure it is meeting their needs for qualified, credentialed CDMs. Students who complete the program will have knowledge and experience in food safety and protection, which is critical for the institutions where they will work.

The training includes a minimum of 120 hours of instruction, which will be completed online via instructional modules delivered through MTI's learning management system (MyMTI). This online structure will meet the needs of foodservice workers already employed, regardless of their proximity to the Mitchell campus. Students will also complete at least 150 hours of hands-on

practice in dietary management under the direction of registered dietician preceptors.

The certificate option will appeal to those already employed in the field; in addition, we intend to offer dietary manager training as an option to students pursuing an AAS degree in the culinary program. Culinary students who have completed the first year of our current AAS curriculum will have the option their second year to take the ANFP-approved dietary management courses and complete the fieldwork (as well as required general education and related culinary courses). Culinary students who complete this path will receive the Associate Degree in Applied Science in Culinary and Dietary Management and will also be qualified to take the CDM exam.

The program advisory board will meet twice each year to provide continuous input into the curriculum and design of the program. Student course evaluations will be completed each semester and used as instructional feedback. The Institute's curriculum committee and assessment committee will provide guidance and oversight according to these bodies' roles within the institution. Regular employer and alumni surveys will be used to assure the program is meeting industry and student needs; placement data will be gathered for the same purpose.

Pending approval, MTI will develop marketing materials and recruit students. The program's director, who is a certified dietary manager herself, will work with our curriculum director and instructional designer to develop and design the online curriculum. She will also finalize syllabi, arrange for registered dietician preceptors, and meet all of the requirements to become an ANFP-approved CDM training program.

MTI provides assurance that it possesses the resources and staff necessary to:

- Secure input from industry through an advisory committee
- Develop and administer budgets

- Recruit and supervise qualified staff
- Develop marketing materials and recruit students
- Assess the abilities of students for good program and course placement
- Provide financial aid and scholarships
- Make available textbooks and other instructional resources approved by the ANFP
- Utilize best practices in online course delivery
- Provide technical support for online students
- Recruit and monitor registered dietitian preceptors for the required 150 hours of field experience
- Provide career and personal counseling to students
- Evaluate programs and staff
- Assist students in finding jobs
- Maintain membership in professional organizations and provide time and fiscal resources for professional development

Description of Labor Market Demand:

The job market for dietary managers, similar to that of dietetic technicians, is expected to grow about as fast as the average for all occupations because of increased emphasis on disease prevention, a growing and aging population, and public interest in nutrition.

Employment in hospitals is expected to show little change because of anticipated slow growth and reduced patients' lengths of hospital stay; however, faster growth is anticipated in nursing homes, residential care facilities, and physician clinics.

Occupation		Employment (in thousands)		Employment change, 2010-2020		Percent self-employed, 2010	Job openings due to growth and replacement needs, 2010-2020 (in thousands)	2010 median annual wage (in dollars)	Education and training classification		
Title	Code	2010	2020	Number (in thousands)	Percent				Typical entry-level education	Work experience in a related occupation	Typical on-the-job training
Dietitians and Nutritionists	29-1031	64.4	77.1	12.7	19.7	14.8	35.4	53,250	Bachelor's degree	None	Internship/residency
Dietetic Technicians	29-2051	24.2	28.1	3.9	16.0	n/a	8.1	27,060	High school diploma or equivalent	None	Moderate-term on-the-job training

National Data Source: U.S. Bureau of Labor Statistics (www.data.bls.gov), 2010. South Dakota statistics not available.

MTI surveyed representatives from area hospitals, nursing homes, and others in the foodservice and nutrition field to determine their perception of the need for this program. Nearly 90% agreed that more dietary managers are needed in South Dakota (25% stated the need as “critical”). Several expressed a concern about needing a constant supply of certified dietary managers to replace those who retire or leave the field. Said Cheryl Knudson, CDM, Good Samaritan Society, Clear Lake, “With the baby boomer generation starting to reach retirement there is a need for younger and well taught managers in this field.”

Population Served:

The program is available to any applicant who has successfully completed the admission requirements set by Mitchell Technical Institute. MTI does not discriminate in its educational programs on basis of race, color, creed, religion, age, sex, disability, national origin or ancestry. The program will draw its students from South Dakota and surrounding states, and the opportunities for employment will favor that same geographical area. The certificate will be targeted to those already employed as foodservice workers, but anyone interested in entering this

field may enroll. The two-year Culinary and Dietary Management AAS program will especially appeal to traditional-age college students who want to work in the foodservice industry but are not interested in owning or working in a restaurant or bakery.

Projected Three-Year Budget:

	2012-2013	2013-2014	2014-2015
Salaries/Benefits	\$30,000	\$32,000	\$34,000
Equipment	\$500	\$250	\$250
Supplies	\$500	\$250	\$250
Travel	\$2,000	\$2,000	\$2,000
Marketing	\$2,000	\$1,500	\$1,500

Program Competencies and Entry and Exit Points:

Entry point will be the fall of 2012. The exit point for certificate students will be at the completion of the required 16.5 credit hours of coursework. Graduates will receive a certificate in Dietary Management. Culinary students who pursue the new Culinary and Dietary Management AAS degree will graduate at the end of two years of coursework. Students must maintain an overall GPA of 2.0 to graduate. The curriculum adheres to the guidelines set by ANFP to be an approved CDM program.

Statement of Non-duplication:

There is no similar degree or certificate offered in South Dakota. Hospitals and nursing homes in South Dakota currently utilize a program offered through the University of North Dakota to train and certify dietary managers in their facilities.

Curriculum Design and Research:

Curriculum for the online certificate program meets the requirements set by the Association of Nutrition and Foodservice Professionals. It will include instruction in human nutrition, client interviewing, record keeping, dietary planning, food preparation and safety, food worker supervision, and applicable procedures and regulations. It will include online coursework, as well as field experience under the preceptorship of a registered dietician.

Course Title	Credit Hours
Sanitation and Food Safety	3
Management of Food Service	3.5
HR Management	3
Nutrition and Medical Therapy	4
Menu Planning	2
Online Seminar	1
Total Credits	16.5

The Associate of Applied Science degree in Culinary and Dietary Management will be comprised of the first year curriculum in the existing culinary arts program. The second year option will include all 16.5 credits from the Dietary Management certificate program, as well as related culinary and general education courses.

Fall Semester (Second Year AAS Option)

Course Title	Credit Hours
Behavior Science elective	3
Advanced Foods	4
Restaurant Foods III	2
Intro to Business	3
Accounting for Business I	4
Social Science elective	3
Total Credits	19

Spring Semester (Second Year AAS Option)

Course Title	Credit Hours
Sanitation and Food Safety	3
Management of Food Service	3.5
HR Management	3
Menu Planning	2
Nutrition and Medical Therapy	4
Online Seminar	1
Total Credits	16.5

Wage Factor:

The U.S. Bureau of Labor Statistics has determined that the national average wage for the dietetic technician is as follows:

Employment	Mean hourly wage	Mean annual wage
23,490 jobs	\$14.04	\$29,200

Source: Occupational Employment Statistics, www.bls.gov/oes, May 2011

While wages are dependent upon experience in the field, area employers concur that certified dietary managers will be paid significantly more than an uncertified foodservice worker. Based on a recent survey of administrators and food service directors, MTI expects that employed graduates of this program will make at least \$2.00-\$3.00 more per hour after becoming certified (i.e., passing the CDM certification exam). In fact, the wage differential between CDMs and uncertified foodservice workers was over \$4.00 an hour at half of the facilities whose representatives took our survey. This program will help these employees attain higher wages and a better standard of living. The AAS option will also be an attractive option for culinary students. According to the ANFP's 2010 Salary and Benefits Survey, those CDMs with a culinary arts education earn the highest salaries.

CIP Code:

51.3104 Dietitian Assistant

Definition: A program that prepares individuals to assist registered dietitians in planning, preparing and serving meals to individuals with specific dietary needs. Includes instruction in equipment use, food preparation, diet regulations, food handling, safety and sanitary standards and administrative techniques and procedures.

Appendix A
Letters of Support



May 2, 2012

Mr. Donald A. Kirkegaard
South Dakota Board of Education
800 Governors Drive
Pierre, SD 57501

Dear President Kirkegaard:

I am an Administrator at Firesteel Healthcare Center in Mitchell. I am writing to you today to give my support to a new program at MTI. This program would be a new online certified dietary manager training program.

At the present time, there are no post-secondary institutions either private or public that offer a certified dietary manager training program in the state of South Dakota. Our facility, along with all of the other facilities that need a CDM in their facility, must go through an out-of-state facility.

Every long-term care facility in the state of South Dakota (currently 111) must have employed at their facility at least one DM that has completed a course approved by the Dietary Managers Association. The reason I stated at least one is due to size and/or number of beds. For instance, our LTC facility is certified for 148 beds. We have one full-time Registered Dietitian and one full-time CDM in our facility along with having one additional person currently registered for the CDM training program through the University of North Dakota. By having additional CDMs on staff this helps us to be in compliance with all of the state and national regulations that we must follow. We will continue to need additional CDMs at our facility as we continue to grow and enhance the services we offer at our facility. I checked with a dietitian with the South Dakota Department of Health and she verified that the hospitals in the state also must have at least one DM that has completed a course approved by the Dietary Managers Association.

Our CDM manages the entire food operation from menu creation to food purchasing, meal planning and preparation. She also is responsible for documenting and reporting nutritional values, ensuring food safety and supervising cooking and kitchen staffs. A certified dietary certification signifies the holder's proficiency in food operations management. The certified dietary manager certification program is governed by the Dietary Managers Association through its Certifying Board for Dietary Managers.

By offering this online certified dietary manager training program through MTI we are utilizing the excellent talent we have within the state while at the same time keeping the revenues and consequent tax base within our state as well.

If you have any further questions for me, please do not hesitate giving me a call.

Sincerely Yours,

Carey Brenner
Administrator

May 14, 2012

Mr. Donald A. Kirkegaard
South Dakota Board of Education
800 Governors Drive
Pierre, SD 57501

Dear President Kirkegaard:

As Director of Nutrition Services at Avera Queen of Peace Hospital, I am in support of the new online certified dietary manager training program at Mitchell Technical Institute. Currently the South Dakota post secondary institutions do not offer a certified dietary manager training program. Our health care facility, along with all of the other health care facilities that need a Certified Dietary Manager (CDM) in their facility, must use an out-of-state educational institution.

According to the South Dakota State Health Care Regulations, long term and acute health care facilities in the state of South Dakota must employ a Dietary Manager that has completed an approved Dietary Managers course. At Avera Queen of Peace Hospital our dietary supervisors are required to be Certified Dietary Managers. We will continue to need additional CDMs as we continue to grow and enhance the services we offer at our facility. A certified dietary certification signifies the holder's proficiency in food operations management. The certified dietary manager certification program is governed by the Dietary Managers Association through its Certifying Board for Dietary Managers.

By offering this online certified dietary manager training program through MTI we are utilizing the excellent talent while keeping the revenues and consequent tax base within our state.

If you have any further questions for me, please do not hesitate giving me a call.

Sincerely,



Karen Klinkner MS RD LN
Director of Nutrition Services



05/10/2012

Letter of Support for Mitchell Technical institute's Certified Dietary Manager training program

Sanford Medical Center Chamberlain is a 25 bed rural critical access hospital and 44 bed nursing home combined. A Certified Dietary Manager is used to meet the needs of both facilities in the area of food service management and working with a Registered Dietitian in the clinical nutrition area. A Certified Dietary Manager is qualified to screen patients and residents for nutrition risk and make referrals to a Registered Dietitian.

A program for our current Dietary Manager to take online will be an asset. Our Dietary Manager is working full time and needs a program that she is able to incorporate into her everyday duties. Having a program close to home will allow us the opportunity to network with other facilities that have students. It is my hope that since we can network and have a contact at facilities that there will be an opportunity for the students to complete some experience hours at other facilities. I believe it would give them a more complete experience for going in to the food service industry.

Thank you for the opportunity to support this program

Mindy Donovan, RD LN

Registered Dietitian

Sanford Chamberlain