



# Dietary Manager Online Training

Program Information  
Guide





The Dietary Managers Online Course is provided and approved  
through the following agents:

**Dietary Managers Association**

406 Surrey Woods Dr  
St Charles, IL 60174  
800-323-1908

The online course is offered in partnership with CWI:

**College of Western Idaho**

2323 S. Vista Avenue, Suite 201  
Boise, ID 83705  
Office: (208) 562-2549

The online vehicle is provided by

**Idaho Health Care Association  
Idaho Center for Assisted Living**

1524 W. Cayuse Creek Drive  
Meridian, ID 83646  
(208) 343-9735



For More Information or to  
Register Contact:  
IHCA-ICAL  
1524 W. Cayuse Creek Drive  
Meridian, ID 83646  
(208) 343-9735

## Course Description

A certified dietary manager is a trained food service operations professional that manages the food service department of healthcare facilities, schools and correctional institutions.

This online distance learning course is designed for students who are looking for a career change or are currently employed in foodservice but aspire to be credentialed as a Certified Dietary Manager, Certified Food Protection Professional. (CDM,CFPP)

Students are eligible for student DMA membership. Graduates are eligible for the credentialing exam, active DMA membership, and upon successfully completing the exam may use the CDM, CFPP credential after their name.

## Course Structure

This unique educational model consists of 4 modules to keep even the most highly motivated student on track to successfully completing the course in 12 months. This course blends the following components:

- The advantages of classroom learning with the conveniences and advances of online distance learning activities.
- 100 hours with a qualified Registered Dietitian (RD) and/or Certified Dietary Manager (CDM,CFPP) preceptor for in- field learning activities
- 24 hours of quality RD preceptor-directed projects and 26 hours face-to-face classroom time to reinforce field learning experiences at the Health Care Association Annual Convention

**\*\*NOTE:** Your attendance in the IHCA-ICAL Annual Convention is **required** for successful completion of the course.

# Academic Calendar

## Dietary Managers Online Training Course Schedule

Jan — March	Mar — July	Aug —Oct	Nov—Dec
“Orientation-to-Course & Technology” Conference Call for Students Preceptor Orientation Conference Call			
Human Resource Management	Nutrition & Medical Nutrition Therapy	Managing Food Service Operations	Sanitation & Food Safety
<b>RD preceptor classroom-reinforced (field) learning activities</b>			
RD Instructor- directed project  8 hrs	IHCA-ICAL Annual Convention (Boise) 26 hrs	RD Instructor- directed project  8 hrs	RD Instructor- directed project  8 hrs
Certificate of Completion	Certificate of Completion	Certificate of Completion	Certificate of Completion

# Program Support is Provided

## Idaho Health Care Association-Idaho Center for Assisted Living

1524 W. Cayuse Creek Drive  
Meridian, ID 83646  
(208) 343-9735 Phone  
(208) 342-6891 Fax  
[www.ihca-ical.org](http://www.ihca-ical.org)

**Mission Statement:** IHCA-ICAL is a member driven association whose mission is to provide the unified voice of our members for the betterment of the profession and the residents they serve. This is done through an engaged membership that drives quality, standard of care and delivery of service to residents. We arm our membership with innovation, knowledge and the public policy to support their work and build our influence in Idaho and beyond.

## Idaho Dietary Managers Association

Deanna Gillette, Treasurer  
931 Etheridge Pl  
Boise, ID 83704  
(208) 375-4649

**Mission Statement:** The Idaho Dietary Manager's Association is an alliance of food service managers and directors devoted to providing quality food in a safe environment for the people we serve. We share strength & knowledge, striving for excellence and the highest ethical standards.

## American Healthcare Association-National Center for Assisted Living

201 L Street, N.W.  
Washington, DC 20005  
phone: (202) 842-4444 fax: (202) 842-3860  
[www.ahcancal.org](http://www.ahcancal.org)

**Mission Statement:** We are a profession dedicated to transforming health and health care into a spectrum of valued, fully compensated care and service utilizing modern, technology-based systems resulting in high quality care and services at the lowest sustainable overall cost. Our goal is to provide a spectrum of patient/resident-centered care and services which nurture not only the individual's health but their lives as well by preserving their connections with extended family and friends, and promoting their dignity.

# Online Module Descriptions

## Nutrition & Medical Nutrition Therapy for Dietary Managers

This module emphasizes nutrition, nutrition screening, and the care planning process. You will develop an understanding of health conditions and related diet planning that is important for the prevention and/or treatment of various diseases. Your Registered Dietitian Instructor has many years experience working in healthcare and will facilitate your learning how to gather information for a nutrition screen, identify people at risk of malnutrition & dehydration, and make appropriate referrals to a Registered Dietitian.

## Management of Food Service Operations

This module is designed to instruct any food service professional working in a facility serving meals to a large population including schools, health care facilities, and correctional facilities. You will be introduced to various service & delivery systems, menu writing, recipe standardization, inventory control, purchasing, receiving and storage, food production, budget management and financial controls. This course meets and exceeds the American School Food Service Association requirements for certification.

## Human Resource Management

This module is designed for individuals working as a manager or supervisor in the food service industry. Content includes: staffing, scheduling, motivation & empowerment, performance reviews, change & diversity, recruitment & retention, leadership, policy and procedure development, staff development, and personal professionalism.

## Food Safety and Sanitation

Foodborne illness is a major public health concern. The CDC estimates there are over 76 million occurrences of foodborne illnesses in the US each year. In this module you will learn the causes & prevention of foodborne illness, proper receiving & storing, preparation & cooking, holding & serving of food to prevent illness. This module will also emphasize the difference between cleaning and sanitizing the kitchen, its equipment and all components according to each state's food code and industry standards. This module has been reviewed & approved by the State of Idaho's Food Protection Unit as meeting the "Demonstration of Knowledge" requirement of the Idaho Food Code.

# Cost of Course

## \$ 860.00\* includes:

- Tuition
- All 4 online training modules for the 12 month course

Fees paid are non refundable and non transferable once the student begins their first training module of the course.

\*Does not include: Convention fees or books mentioned below.

## ***IHCA-ICAL convention fees are paid by your facility.***

For students that are not employed by either a member facility, correctional institution, school foodservice or are not employed in institutional food service please contact IHCA-ICAL for convention price information.

To register for the course visit: <http://www.ihca-ical.org>  
Click on: **Idaho Dietary Manager Training Course**

## The 2 required text books for the class are:

- Grossbauer, S., 2006. *Foodservice Management & Food Safety*  
St. Charles, IL: Dietary Managers Association.  
ISBN#: 0-9753476-5-9
- Grossbauer, S., 2007. *Medical Nutrition Therapy for Dietary Managers*  
St. Charles, IL: Dietary Managers Association.  
ISBN#:

These books are purchased separately and directly from DMA. Books purchased by a member of DMA are at a discounted cost than those purchased by a non member.

These textbooks need to be purchased through the "Marketplace" at: [www.dmaonline.org](http://www.dmaonline.org)

## Minimum computer equipment needed to take this online course:

- Dial Up Connection
- Windows 2000 Internet Explorer 6 (or higher)
- Adobe 5 (or higher) free download
- Printer

