

## Assessing Competency: Gap Analysis Tool

This tool aims to identify skill gaps to assist in prioritizing continuing education opportunities.

Review the competency and related practice standard and identify your skill in each area.

Explain action steps to bridge gap. Use the resources listed to assist in developing a plan of action.

Please check off your level of knowledge and skill in each of the following CDM, CFPP competencies.

Your response will point to any learning needs.



**No Knowledge/Entry Level Knowledge or Skills:**

Suggest Level I courses and basic resources



**Basic/Foundational Knowledge or Skills:**

Suggest Level II course and basic to advanced resources



**Thorough Knowledge of Topic:**

Suggest Level III courses and advanced resources

## Competency Area 1: Nutrition

| Competency                           | Behavioral Description                                   | No Knowledge/<br>Entry Level Knowledge | Basic/Foundational<br>Knowledge or Skills | Thorough Knowledge<br>of Topic | If deficient, explain gap and<br>action steps to bridge the gap |
|--------------------------------------|----------------------------------------------------------|----------------------------------------|-------------------------------------------|--------------------------------|-----------------------------------------------------------------|
| <b>Gather<br/>Nutrition<br/>Data</b> | 1. Document Nutrition Information in the Medical Records |                                        |                                           |                                |                                                                 |
|                                      | 2. Interview for Nutrition Related Information           |                                        |                                           |                                |                                                                 |
|                                      | 3. Obtain Routine Nutrition Screening Data               |                                        |                                           |                                |                                                                 |
|                                      | 4. Identify Nutrition Problems and Client Rights         |                                        |                                           |                                |                                                                 |

| Competency                          | Behavioral Description                                 | No Knowledge/<br>Entry Level Knowledge | Basic/Foundational<br>Knowledge or Skills | Thorough Knowledge<br>of Topic | If deficient, explain gap and<br>action steps to bridge the gap |
|-------------------------------------|--------------------------------------------------------|----------------------------------------|-------------------------------------------|--------------------------------|-----------------------------------------------------------------|
| <b>Apply<br/>Nutrition<br/>Data</b> | 1. Modify Diet Plans                                   |                                        |                                           |                                |                                                                 |
|                                     | 2. Implement Physician's Dietary Orders                |                                        |                                           |                                |                                                                 |
|                                     | 3. Apply Standard Nutrition Care Procedures            |                                        |                                           |                                |                                                                 |
|                                     | 4. Review Effectiveness of Nutrition Care              |                                        |                                           |                                |                                                                 |
|                                     | 5. Manage Special Nourishments & Supplemental Feedings |                                        |                                           |                                |                                                                 |

| Competency                                 | Behavioral Description                                                                | No Knowledge/<br>Entry Level Knowledge | Basic/Foundational<br>Knowledge or Skills | Thorough Knowledge<br>of Topic | If deficient, explain gap and<br>action steps to bridge the gap |
|--------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------|--------------------------------|-----------------------------------------------------------------|
| <b>Provide<br/>Nutrition<br/>Education</b> | 1. Assist Clients with Food Selection                                                 |                                        |                                           |                                |                                                                 |
|                                            | 2. Use Nutrition Education Materials                                                  |                                        |                                           |                                |                                                                 |
|                                            | 3. Adapt Teaching to Clients' Educational Needs: evaluate clients' readiness to learn |                                        |                                           |                                |                                                                 |

## Competency Area 1: Nutrition-Related Practice Standards and ANFP Education Resources

### Practice Standards

[Documenting in the Medical Record](#)

[Fluid Intake: Assessing Fluid Needs & Documenting Intake](#)

### Resources

[AND Nutrition Care Manual](#)

[RD411.com](#)

[Focus on Formulas - Fluid Intake](#)

[Focus on Formulas - Ideal Body Weight](#)

[Centers for Medicare and Medicaid Services MDS 3.0 RAI Manual](#)

[2020 - 2025 Dietary Guidelines for Americans](#)

[Choose My Plate](#)

[Competency Checklist for Foodservice Employees](#)

### Education

### Competency Level

[MDS 3.0: Nutritional & Care Planning Decisions](#)

II

[Comfort Food & Comfort Care](#)

II

[Food Allergies](#)

II

[Certificate of Advanced Learning: Building on MNT Basics](#)

III

[Standards of Practice for Individualized Diet Approaches](#)

II

[Medical Terminology & Drug Nutrient Interaction](#)

II

[Nutrition Connection Edge Articles](#)

Various

## Competency Area 2: Foodservice

| Competency  | Behavioral Description                                                            | No Knowledge/<br>Entry Level Knowledge | Basic/Foundational<br>Knowledge or Skills | Thorough Knowledge<br>of Topic | If deficient, explain gap and<br>action steps to bridge the gap |
|-------------|-----------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------|--------------------------------|-----------------------------------------------------------------|
| Foodservice | 1. Manage Standardized Recipes                                                    |                                        |                                           |                                |                                                                 |
|             | 2. Specify Standards and Procedures for Preparing Food                            |                                        |                                           |                                |                                                                 |
|             | 3. Supervise the Production and Distribution of Food                              |                                        |                                           |                                |                                                                 |
|             | 4. Monitor Meal Service                                                           |                                        |                                           |                                |                                                                 |
|             | 5. Implement Continuous Quality Improvement Procedures for Foodservice Department |                                        |                                           |                                |                                                                 |
|             | 6. Modify Standard Menus                                                          |                                        |                                           |                                |                                                                 |

### Competency Area 2: Foodservice-Related Practice Standards and ANFP Education Resources

#### Practice Standards

[Measuring Meal Production](#)

[Menu Planning, Calories & Portions](#)

[Controlling Costs in Foodservice](#)

#### Resources

[ANFP Benchmarking Tools](#)

[Focus on Formulas - Scaling a Recipe](#)

[Focus on Formulas - Edible Yield Factor](#)

[Choose My Plate](#)

[2020 - 2025 Dietary Guidelines for Americans](#)

[Focus on Formulas - Profitability Analysis](#)

[Meal Audit Checklist](#)

[Culinary Boot Camp](#)

#### Education

[Maximizing Menu Integration](#)

[Healthcare Hospitality](#)

[Culinary Solutions: Basic Principles of Soups and Sauces](#)

[Basic Baking](#)

[Creative Carvings: Techniques for Creating Attractive Garnishes & Centerpieces](#)

[Using Herbs and Spices: Cooking Without Salt](#)

[Theme Meals & Holiday Planning](#)

[Food Presentation: Tips for Making Meals Look Their Best](#)

[Food Allergies](#)

[Culinary Boot Camp](#)

[Culinary Connection Edge Articles](#)

#### Competency Level

II

II

I

I

II

II

II

II

II

I

Various

### Competency Area 3: Personnel & Communications

| Competency                 | Behavioral Description                                          | No Knowledge/<br>Entry Level Knowledge | Basic/Foundational<br>Knowledge or Skills | Thorough Knowledge<br>of Topic | If deficient, explain gap and action steps<br>to bridge the gap |
|----------------------------|-----------------------------------------------------------------|----------------------------------------|-------------------------------------------|--------------------------------|-----------------------------------------------------------------|
| Personnel & Communications | 1. Define Personnel Needs and Job Functions                     |                                        |                                           |                                |                                                                 |
|                            | 2. Interview, Select, and Orient Employees                      |                                        |                                           |                                |                                                                 |
|                            | 3. Provide Ongoing Education                                    |                                        |                                           |                                |                                                                 |
|                            | 4. Develop and Maintain Employee Time Schedules and Assignments |                                        |                                           |                                |                                                                 |
|                            | 5. Manage Goals and Priorities for Department                   |                                        |                                           |                                |                                                                 |
|                            | 6. Manage Department Personnel                                  |                                        |                                           |                                |                                                                 |
|                            | 7. Manage Professional Communications                           |                                        |                                           |                                |                                                                 |
|                            | 8. Implement Required Changes in Foodservice Department         |                                        |                                           |                                |                                                                 |

### Competency Area 3: Personnel & Communications-Related Practice Standards and ANFP Education Resources

#### Resources

[Top 10 Tips to Tackle Social Media in the Workplace - Part I](#)  
[Top 10 Tips to Tackle Social Media in the Workplace - Part II](#)  
[Top 10 Things to Look for When Hiring](#)  
[Top 10 Ways to Communicate Across Generations](#)  
[Top 10 Ways to Improve Employee Engagement](#)  
[Top 10 Steps to Prepare for an Inservice/Education Session](#)  
[Top 10 Facts CDMs Should Know About FMLA](#)  
[Focus on Formulas - Tray Accuracy](#)  
[Focus on Formulas - Productivity Rate](#)  
[Competency Checklist for Foodservice Employees](#)

#### Practice Standards

[Estimating Staffing Needs](#)  
[Calculating FTEs](#)

#### Education

#### Competency Level

|                                                                              |         |
|------------------------------------------------------------------------------|---------|
| <a href="#">HR Toolkit for Managers</a>                                      | I       |
| <a href="#">Transition from Team Member to Leader</a>                        | I       |
| <a href="#">Team Empowerment: A Key to Leadership Success</a>                | III     |
| <a href="#">Leading Through Change</a>                                       | II      |
| <a href="#">Leadership Through the Organizational Culture Change</a>         | III     |
| <a href="#">Snap, Tweet, and Share: Fundamentals of Social Media</a>         | I       |
| <a href="#">You'll Never Know if You Don't Ask: Getting Project Approval</a> | II      |
| <a href="#">Management Connection Edge Articles</a>                          | Various |

## Competency Area 4: Sanitation & Safety

| Competency                         | Behavioral Description                                                                                                           | No Knowledge/<br>Entry Level Knowledge | Basic/Foundational<br>Knowledge or Skills | Thorough Knowledge<br>of Topic | If deficient, explain gap and<br>action steps to bridge the gap |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------|--------------------------------|-----------------------------------------------------------------|
| <b>Sanitation<br/>&amp; Safety</b> | 1. Manage Personnel to Ensure Compliance with Safety and Sanitation Regulations                                                  |                                        |                                           |                                |                                                                 |
|                                    | 2. Manage Purchasing, Receiving, Storage, & Distribution of Food & Supplies Following established Sanitation & Quality Standards |                                        |                                           |                                |                                                                 |
|                                    | 3. Protect Food in All Phases of Preparation using HACCP Guidelines                                                              |                                        |                                           |                                |                                                                 |
|                                    | 4. Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Guidelines                                         |                                        |                                           |                                |                                                                 |

### Competency Area 4: Sanitation & Safety-Related Practice Standards and ANFP Education Resources

#### Practice Standards

[Emergency Planning](#)

[Food Safety](#)

[Food Storage Guidelines](#)

#### Resources

[Competency Checklist for Foodservice Employees](#)

[Top 10 Tips for Glove Use](#)

[Top 10 Tips for Disaster Planning](#)

[Disaster Plan Template](#)

[Top 10 Things CDMs Should Know About the FDA Food Code](#)

[Top 10 Ways to Make Sanitation Fun](#)

[2017 FDA Food Code](#)

[Food Keeper App](#)

#### Education

[Food Safety and Technology](#)

[Foodborne Pathogens](#)

[Food Safety for Local Sourcing](#)

[Food Safety in Quantity Food Preparation](#)

[Cracking the 2013 FDA Food Code](#)

[Is Your Storage Inspection Ready?](#)

[Risky Business: CDC Risk Factor Alert](#)

[Food Protection Connection Articles](#)

#### Competency Level

II

II

III

II

I

II

I

Various

## Competency Area 5: Business Operations

| Competency                     | Behavioral Description                                                  | No Knowledge/<br>Entry Level Knowledge | Basic/Foundational<br>Knowledge or Skills | Thorough Knowledge<br>of Topic | If deficient, explain gap and<br>action steps to bridge the gap |
|--------------------------------|-------------------------------------------------------------------------|----------------------------------------|-------------------------------------------|--------------------------------|-----------------------------------------------------------------|
| <b>Business<br/>Operations</b> | 1. Manage a Budget                                                      |                                        |                                           |                                |                                                                 |
|                                | 2. Prepare Specifications for Capital Purchases                         |                                        |                                           |                                |                                                                 |
|                                | 3. Plan and Budget for Improvements in the Department Design and Layout |                                        |                                           |                                |                                                                 |
|                                | 4. Assist in the Purchasing Process                                     |                                        |                                           |                                |                                                                 |
|                                | 5. Manage Revenue Generating Services                                   |                                        |                                           |                                |                                                                 |
|                                | 6. Implement Cost Effective Procedures                                  |                                        |                                           |                                |                                                                 |

### Competency Area 5: Business Operations-Related Practice Standards and ANFP Education Resources

#### Practice Standards

[Estimating Staffing Needs](#)

[Calculating FTEs](#)

[Controlling Costs in Foodservice](#)

[Foodservice Department Catering](#)

[Calculating Food Costs](#)

[Determining Menu Item Prices](#)

#### Education

[Design Planning 101 for Foodservice Operations](#)

[You'll Never Know if You Don't Ask: Getting Project Approval](#)

[Workflow Development for Foodservice Operations](#)

#### Competency Level

I

II

III

#### Resources

[Focus on Formulas - Profitability Analysis](#)

[Focus on Formulas - Raw Food Cost Per Patient Day](#)

[ANFP Benchmarking Program](#)