

SAMPLE LETTER TO INCLUDE DMA IN REGULATIONS

(Date)

(Name)

(Title)

(Address)

(City, State, Zip)

Dear **(Name)**:

On behalf of the **(state)** Dietary Managers Association, I would like to submit the following recommendations regarding the regulations for the dietary department of **(Nursing Homes, Hospitals)**. Certified Dietary Managers currently play a very important role within the dietary service department. In the absence of a full-time registered dietitian, it is the certified dietary manager who is responsible for the day-to-day operation of the dietary services area and the implementation of nutritional assessments.

Certified dietary managers are experienced, educated and trained professionals who can address the nutritional needs of our state's nursing home residents. Therefore, it is our position that all nursing home food service supervisors should be certified.

There are currently **(number of state members)** **(state)** Dietary Managers Association members, **(% of state members who are certified)** of whom are certified. These individuals have taken and passed a 255-question certification examination offered by the Certifying Board for Dietary Managers. Forty-five hours of continuing education credits per three-year period are required to maintain certification. With the continuous changes in the delivery of health care, we feel these continuing education courses are vitally important. Based on the experience, education and training of the Certified Dietary Manager, we submit the enclosed regulation changes for you to consider.

Without a full-time dietitian, we believe that only certified dietary managers have the education, training and experience to provide a safe and healthy dietary services department that can adequately address the needs of **(state's)** nursing home patients.

Please accept the proposed changes to recognize the CDM credential. I look forward to working with you to make these changes in the state regulations.

Sincerely,

(name)

(Address)

(City, State, Zip)

(Phone)