SUBJECT:
DEFINITION OF TERMS POLICY

PURPOSE
The Definition of Terms List functions as a resource for registered dietitian nutritionists (RDNs), nutrition and dietetics technicians, registered (NDTRs) and other individuals and groups. The Definition of Terms List is a cumulative anthology of definitions that are broad based, have implications for use across the nutrition and dietetics profession, and are consistent with the regulatory and legal needs of the profession. The terms have cited references and are cross referenced with other reputable resources.

As a reference document, the terms and definitions:
• focus primarily on terminology applicable to the scope and standards of practice for the RDN and for the NDTR;
• serve to standardized language for consistent application in Commission on Dietetic Registration (CDR) and Academy of Nutrition and Dietetics (Academy) resources and publications; and
• serve as a resource for varied uses such as public policy development, regulations related to professional licensure, and as needed by academia, research, professional publications, employers, industry, and practitioners.

OVERVIEW
The CDR Practice Competence Committee (PCC) receives, processes, and reviews all requests for revisions and additions to the Definition of Terms list. The PCC convenes the Definition of Terms Task Force (DoT TF), as necessary. The PCC and DoT TF share their recommendations with the sender and applicable CDR and Academy organizational units, committees, or groups prior to final approval by the PCC.

The need for revisions, additions, or deletions to the Definition of Terms is inherent. The PCC and the DoT TF develop new terms and definitions, review and revise terms and definitions as indicated per Scope and Standards of Practice documents and maintain the Definition of Terms List. The full Definition of Terms List is reviewed every 5 years with individual term changes addressed in intervening years.

COMPOSITION AND FUNCTION
The TF chair is a current or past member of the PCC or a CDR Commissioner. Members of the TF may also be current and past members of the PCC, past members of DoT TF, or CDR Commissioners, and/or subject matter experts. The DoT TF processes and facilitates review and revision of terms in the Definition of Terms List as indicated or requested by PCC or other CDR/Academy/ACEND organizational unit prior to the PCC review and approval.
PROCEDURE

1. Requests to add, revise or retire terms in the Definition of Terms document are submitted by completing the applicable form: https://www.surveymonkey.com/r/DefinitionForm. Requests may be made by:
   - CDR/Academy committees or panels,
   - organizational units (Accreditation Council for Education in Nutrition and Dietetics [ACEND], Nutrition and Dietetic Educators and Preceptors [NDEP], Academy of Nutrition and Dietetics Foundation),
   - Dietetic Practice Groups, Member Interest Groups,
   - Academy staff, external groups, and the DoT TF.

2. The procedure for adding, revising, and retiring definitions is outlined in the Individual Term Process Flow Diagram below.

3. The DoT TF conducts a comprehensive review of the DoT List every five years or as needed. The TF collaborates with CDR/Academy organizational units and committees/panels as needed for reviewing, updating, or retiring terms with final approval by the PCC. Individual terms are added, revised, or retired as needed in the intervening years.
INDIVIDUAL TERM PROCESS FLOW DIAGRAM

Definition Originator completes DoT Form indicating request to add, revise, or retire a Term

DoT TF confirms receipt of Form within 5 business days

DoT TF reviews request at next scheduled meeting and facilitates Term action items

DoT TF decides no action is required and communicates rationale to Definition Originator

DoT TF decides action is required (addition, revision, or retirement) and facilitates feedback from Academy/CDR organizational units, committees, or groups and the originator if applicable

PCC reviews DoT TF recommendation on new/revised/retired term for approval

PCC decide further action is needed (ie, more term development or additional feedback from Academy/CDR organizational units, committees, or groups)

PCC review and approve term

Term returns to DoT TF for further action based on PCC recommendations; DoT TF re-establishes process until term is defined and issues are resolved

Definition is added/revised/removed in the DoT List; Definition Originator notified of outcome; Update of DoT List is communicated
Is the term still needed?

If "yes/maybe", identify current CDR/Academy work related to the term, and CDR/Academy panels, organizational units, committees or groups who should review the term

Determine if any changes are needed

No change identified

Send the term to the appropriate CDR/Academy panel, organizational unit, committee or group for review

If CDR/Academy group(s) approves the term, the term receives new review date

Identify changes

Send the term to the appropriate CDR/Academy group with considerations, request review and re-submit to the DoT TF and PCC

If the CDR/Academy group(s) determines revisions are needed, the recommended edits are submitted to the DoT TF and PCC for consideration

If no, motion to retire the term

Notify the PCC of the term's retirement