SUBJECT:
DEFINITION OF TERMS POLICY

Effective Date: February 2015
Revised: May 2019

PURPOSE
The Quality Management Committee’s (QMC) Definition of Terms Taskforce (DoT TF) receives, processes, and reviews all requests for revisions and additions to the Academy of Nutrition and Dietetics Definition of Terms document. Definitions are retired as appropriate. The QMC and DoT TF shares their recommendations with applicable Academy organizational units, committees, or groups, including the sender prior to final approval by the QMC.

COMPOSITION AND FUNCTION
The DoT TF chair is a current or past member of the QMC. Members of the workgroup are both current and past members of the QMC as well as additional content expert members, if needed. The DoT TF processes, facilitates review, and revises all terms in the Definition of Terms List prior to the QMC review and approval.

OVERVIEW
The Definition of Terms is a cumulative anthology of definitions developed by the Academy. The definitions 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 sound resources.

The terms function as a resource for registered dietitian nutritionists (RDNs), nutrition and dietetics technicians, registered (NDTRs) and other individuals and groups, as applicable. As a reference document, the definitions serve as standardized language for consistent application in practice settings and Academy documents. The definitions are utilized in a variety of ways including for, but not limited to, policy development, organizational needs, and by academia, employers, and industry.

The need for revision, continuing additions or deletions to the Definition of Terms is inherent. The QMC and the DoT TF has as one of its strategies to “develop new terms and definitions, review and revise terms and definitions as indicated per Scope/Standards documents and maintain the Academy Definition of Terms List.”

PROCEDURE
1. Requests to add, revise or retire terms in the Definition of Terms document are submitted by completing the appropriate form: https://www.surveymonkey.com/r/DoTForm. Requests may be made by, but are not limited to, Academy committees, Academy organizational units (Commission on Dietetic Registration [CDR], Accreditation Council for Education in Nutrition and Dietetics [ACEND], Nutrition and Dietetic Educators and Preceptors [NDEP]), Dietetic Practice Groups, Academy staff, external groups, and the QMC and the DoT TF.

2. Review steps to add, revise, and retire definitions. The QMC and the DoT TF will:
   a. Confirm receipt with the originator within 5 business days
   b. Process and review the request
   c. Communicate with the originator – this may include request for revision or review of term(s) and definition(s) with key considerations and citations and related terms
d. Submit to Academy Committees or groups for feedback as appropriate

e. Determine final recommendations as agreed among the originator, QMC and the DoT TF and any other appropriate groups

f. Submit final definition to the QMC for approval; if not approved, reason is communicated to originator with plan for next steps

g. Disseminate approved definition to the appropriate staff, committees, units, and groups

h. Add approved term(s) and definition(s) to the Definition of Terms list and publish the revised Definition of Terms list on the Academy website (www.eatrightpro.org/scope)

3. The Definition of Terms Taskforce will conduct a comprehensive review a minimum of every five years as outlined in the Definition of Terms 5-Year Review Process Flow Diagram. The Taskforce will collaborate with Academy organizational units and committees as needed for reviewing, updating, or retiring terms with final approval by the QMC. Individual terms are added or updated as needed in the intervening years.

**PROCESS FLOW DIAGRAM**

- Definition Originator
  - Completes and submits form to the DoT TF describing request to add, revise or retire term.

- Reviewer
  - DoT TF reviews request and facilitates term development, including facilitating feedback from applicable Academy organizational units (ie, CDR, ACEND, NDEP), committees, or groups and the originator.

- Approval
  - QMC reviews DoT TF recommendation for approval

- Response
  - QMC responds to originator regarding definition acceptance or need for revision

- Acceptance
  - QMC and DoT TF facilitates updates to the Academy Definition of Terms List and communicates revisions.
Is the term still needed?

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

Determine if any changes are needed

No change identified

Send the term to the identified Academy organizational unit, committee or group for review

If Academy group(s) approve the term, the term is given a new review date

Identify changes

Send the term to the identified Academy group along with considerations and request review and rere-submit to the DoT TF and QMC

If the Academy group(s) determine changes are needed, the recommended edits are submitted to the DoT TF and QMC for consideration

If no, motion to retire the term

Notify the QMC of the term's retirement