SUBJECT:
DEFINITION OF TERMS POLICY

Effective Date: February 2015
Revised: June 2021

PURPOSE
The Academy Definition of Terms function as a resource for registered dietitian nutritionists (RDNs), nutrition and dietetics technicians, registered (NDTRs) and other individuals and groups. As a reference document, the definitions serve as standardized language for consistent application in practice settings and Academy publications. The terms and definitions are used in a variety of ways including organization requirements, public policy development, regulations related to professional licensure, and as needed by academia, research, professional publications, employers, industry, and practitioners and members.

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.

OVERVIEW
The Quality Management Committee (QMC) receives, processes, and reviews all requests for revisions and additions to the Academy of Nutrition and Dietetics Definition of Terms document. The QMC convenes the Definition of Terms Task Force (DoT TF), as necessary. Definitions are retired as appropriate. The QMC and DoT TF share their recommendations with applicable Academy organizational units, committees, or groups, including the sender prior to final approval by the QMC. The QMC presents terms and definitions being added to the List to the Academy Board of Directors for final approval.

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 and/or Standards of Practice documents and maintain the Academy 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 DoT TF chair is a current or past member of the QMC. Members of the DoT TF are both current and past members of the QMC as well as additional content expert members, as applicable. The DoT TF processes, facilitates review, and revises all terms in the Definition of Terms List prior to the QMC review and approval.

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/DefinitionsForm](https://www.surveymonkey.com/r/DefinitionsForm). Requests may be made by 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], Academy of Nutrition and Dietetics Foundation), Dietetic Practice Groups, Member Interest Groups, Academy staff, external groups, and the QMC 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 List a minimum of every five years as outlined in the Definition of Terms 5-Year Review Process Flow Diagram below (2nd diagram). The Taskforce collaborates with Academy organizational units and committees as needed for reviewing, updating, or retiring terms with approval by the QMC, and final approval by the Academy Board of Directors. Individual terms are added, revised, or retired as needed in the intervening years.
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 organizational units, committees, or groups and the originator if applicable

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

If minor changes are approved; DoT List is updated and outcome is communicated to Definition Originator

Term is submitted to Academy Executive Team (E-Team) prior to Board of Directors (BOD) review

E-Team decides further action is needed (ie, more term development or additional feedback from Academy organizational units, committees, or groups)

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

E-Team decides term should proceed to the BOD for review/approval

BOD reviews and approves term

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 Academy work related to the term, and Academy organizational units, committees or groups who should review the term

If no, motion to retire the term

Determine if any changes are needed

No change identified

Identify changes

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

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

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

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

Notify the QMC of the term's retirement