

**SUBJECT: POLICY FOR NUTRITION CARE
PROCESS and TERMINOLOGY
INTERNATIONAL WORKGROUP**

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PURPOSE:

The Nutrition Care Process and Terminology (NCPT) International Workgroup provides international expertise and advice to the NCPT Committee for maintenance and continuing development of the *Nutrition Care Process Terminology (NCPT)*, formerly IDNT) and related products, including the incorporation of NCPT into SNOMED CT, through a process of matching or modeling the NCPT to SNOMED CT concepts. The NCPT International Workgroup will promote and contribute to make the NCPT useful internationally.

STRUCTURE:

The NCPT International Workgroup reports to the NCPT Committee, and has two representatives who fully participate with voting privileges on the NCPT committee. The first two members were selected by the NCPT committee. Subsequent members will be appointed by the leadership of the Academy's House of Delegates (HOD) and Board of Directors (BOD).

COMPOSITION:

The NCPT International Workgroup is comprised of no more than 12 members of the International Community, comprised of nutrition and dietetics professionals representing different countries and regions of the globe, including an ICDA (International Confederation of Dietetic Associations) representative, an EFAD (European Federation of the Associations of Dietitians) representative, and AFDA, (Asian Federation of Dietetic Associations.) Selection of the NCPT International Workgroup will be made by the NCPT committee each year. The Chair and Chair -Elect are selected from members of the International Workgroup, and each will serve a one-year term.

- Expressions of interest to participate in the "NCPT International Workgroup" will be distributed by the Academy to ICDA, EFAD, and AFDA, the NCPT International Workgroup, country dietetic associations and posted on the public view of the International Community for Dietetics and Nutrition Terminology website. If this method does not yield enough members and is deemed insufficient, members may be invited by the Academy.
- Expression of interest (application) should include submission of Curriculum Vitae that includes leadership roles/positions held, personal qualifications, NCPT skills and experience, and letter of support from the respective national association. This application will be the basis for the selection criteria used by the NCPT Committee.
- Appointments will be made for a three-year term; persons may be re-selected for additional terms. Half of the original members would stay on for one additional year to allow for succession of experienced members along with new members.
- Term vacancies due to resignation may be filled as needed by committee approval.
- Efforts will be made to select members from a variety of international dietetic organizations (including ICDA, EFAD, AFDA), countries, practice areas, and practice settings, including, but not limited to the following:
 - Community/public health
 - Health informatics
 - Long term care
 - Acute care

- Ambulatory care
- Pediatrics
- Education

PROCEDURES:

The NCPT International Workgroup will conduct business via teleconference/ webinar, e-mail and use of the EAL portal under the direction of the Academy's staff liaison. Procedures for review and maintenance of the Terminology (NCPT) will be followed as outlined in the companion document: "Nutrition Controlled Vocabulary/Terminology Maintenance Review" and as determined by the NCPT Classification Workgroup and the NCPT Committee.

It is anticipated that the "Workgroup" will have monthly teleconferences/webinars and recommendations will be made for the NCPT Committee. Decisions regarding processes, procedures, and recommendations to the NCPT Committee shall be by consensus or majority vote.

A quorum of the Workgroup shall be 50% of the total number of members composing the Workgroup.

FUNCTIONS:

The NCPT International Workgroup functions are as follows:

1. Participate in the maintenance and updating of the initial taxonomy framework for the NCPT for all steps in the Nutrition Care Process.
2. Review proposals for submissions, additions or changes to the vocabulary based upon the procedure outlined in the Nutrition Controlled Vocabulary/ Terminology Maintenance/Review policy.
3. Make recommendations for changes to the terminology and taxonomy framework to the Nutrition Care Process and Terminology (NCPT) Committee.
4. Participate in *ad hoc* Workgroups as appointed by the NCPT Committee.
5. Participate in professional paper, book, and newsletter reviews.
6. Report back to the various National associations on NCPT activities.

REVIEW:

This policy shall be formally reviewed at intervals no longer than three years.

STAFFING:

Research, International, and Scientific Affairs will provide expertise and staff support for the NCPT International Workgroup functions.