

Effective Date: March 2011

Review Date: May 2014

Revision Date: May 2014

Revision Date: January 2016

## **PURPOSE:**

The Nutrition Care Process Terminology (NCPT) Advisory Workgroup is selected by the Nutrition Care Process and Terminology (NCPT) Committee and provides expertise to the NCPT Committee for maintenance of the *Electronic Nutrition Care Process Terminology (eNCPT)* and related products. Recommendations formed by the NCPT Advisory Workgroup are informed from reviews by dietetic experts including individuals and groups within the international dietetic community. Submissions for changes to the terminology are defined in the Nutrition Controlled Vocabulary/Terminology Maintenance/Review policy and are guided by the NCPT Committee. Maintenance of the NCPT controlled vocabulary is necessary to describe and/or document nutrition care.

## **STRUCTURE:**

The NCPT Advisory Workgroup reports to the NCPT Committee and is a consultative group to the NCPT Committee.

## **COMPOSITION:**

The NCPT Advisory Workgroup is comprised of Academy members experienced in NCP and NCPT from diverse practice areas and settings in a number sufficient to support anticipated terminology maintenance needs. Additionally, the NCPT Committee has invited the NCPT International Workgroup to join the NCPT Advisory Workgroup each year. Selection of the NCPT Advisory Workgroup will be made by the NCPT Committee each year:

- Nominations provided by NCPT Committee members, staff, and consultants working with the NCPT Committee.
- Selections will be made for a two year term; persons may be re-selected for one additional term.
- Vacancies due to resignation may be filled as needed by committee approval.
- Members of the committee whose terms have expired are asked to serve on the Advisory Workgroup for 2 years following their term expiration.

The NCPT Advisory Workgroup will conduct business via teleconference/webinar, e-mail and use of the EAL portal under the direction of the Academy's NCPT Committee staff liaison and the NCPT Committee publications consultant. Documented procedures for review and maintenance of the NCP Terminology (NCPT) will be followed. The following timeline is expected for your review of various types of project work.

- Term review: two weeks
- Review of professional paper or book chapter: two weeks
- Review of newsletter article: one week
- Ad Hoc work group: per timeline provided by NCPT Committee

## **FUNCTIONS:**

The NCPT Advisory Workgroup functions are as follows:

1. Participate in the maintenance and updating of the initial taxonomy framework for the terminology (NCPT) for all steps in the Nutrition Care Process.
2. Review proposals for submissions, additions or changes, to the terminology.
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.

**STAFFING:** Research, International, and Scientific Affairs provide expertise and staff support for NCPT Advisory Workgroup functions.