

Effective Date: April 2005  
Revision Date: September 2012  
Review Date: September 2012

**PURPOSE:**

This policy establishes the process followed by the Nutrition Care Process/Standardized Language (NCP/SL) Committee to maintain a current Nutrition Care Process and list of nutrition controlled vocabulary terminology that document the Nutrition Care Process.

**STRUCTURE:**

The NCP/SL Committee is a joint House of Delegates and Board of Directors Committee and provides semi-annual reports to both bodies.

**PROCEDURES:**

The NCP/SL Committee accepts proposals for additions or modifications to the American English Nutrition Assessment, Diagnosis, Intervention, and/or Monitoring and Evaluation terminology as published in the Academy's current edition of the *International Dietetics and Nutrition Terminology Reference Manual* as follows.

1. Any individual or group can submit proposals for modification or additions by submitting all of the following:
  - a. Proposed terminology addition or modification letter
  - b. Reference worksheet for proposed addition or modification
  - c. A complete case example including all four steps in the NCP using the additional or modified term
2. For modifications or additions to the terminology, the NCP/SL or its designates, will review the submission to establish:
  - a. Is the term already represented by an existing term?
    - i. If yes, the new term can replace the existing term or can be added as a synonym. The Committee considers term changes preferable to the use of synonyms.
    - ii. If no, then the term can be considered for addition to the list of terms as long as it meets the need for describing elements of dietetics practice in the context of the nutrition care process.
  - b. Does the term overlap with an existing term, but add new elements?
    - i. If yes, then the existing term can be modified to include the new elements or the proposed term can be clarified to be distinctly different from the existing term through a dialogue with the proposal submitter.
    - ii. If no, then consider adding new term
  - c. Is the term distinct and separate from all existing terms?
    - i. If yes, then ensure that the term is in the context of dietetics practice within the Nutrition Care Process and consider adding to list of terms.
    - ii. If no, then work with proposal submitter to discuss how to integrate into existing terms or create a separate term.
3. For additions to the terminology, the NCP/SL will also ask the Research Committee to recommend a research expert to review the submission. Furthermore, a practitioner content expert can be added at the discretion of the NCP/SL Chair to review the submissions for either additions or modifications and establish the items noted above and:
  - a. Is the content of the submission consistent with current practice and/or research in this practice area?
    - i. If yes, then ensure that the term is in the context of dietetics practice within the Nutrition Care Process and consider adding to list of terms.
    - ii. If no, then work with proposal submitter to discuss how to integrate into existing terms or create a separate term.

4. The reviewers will provide a recommendation for accepting (adding or modifying the terminology) or denying the submission to the NCP/SL committee at the routine face-to-face meetings or teleconferences.
5. The NCP/SL will prepare a summary of comments and one representative of the NCP/SL may confer with the proposal submitter after the initial discussion to answer questions and discuss the initial input from the NCP/SL Committee. If the proposal submitter is not satisfied with the direction proposed by the NCP/SL, then they may be invited to submit additional documentation and have time on the next teleconference/meeting agenda to personally present their concerns.
6. The NPC/SL Committee will review submissions June-December of odd years (2011, 2013, 2015, etc.) in preparation for IDNT Manual publication in the following even year. Submissions must be postmarked on or before March 31 of odd years. Between March and May of odd years, submissions will be reviewed by staff or designees for completeness with requests for additional information as needed. Submissions sent after March 31 of odd years will be considered at the discretion of the NCP/SL Committee and may be delayed until the following revision. It is anticipated that submission decisions will be sent to the contact person by May 31 of even years.
7. Changes or modifications accepted by the NCP/SL will be integrated into the Nutrition Assessment, Diagnosis, Intervention, and/or Monitoring and Evaluation terminology that is published on a biennial (every other year) basis.
8. Any changes to the terminology for countries outside of the U.S. and for use in a language other than the source language (American English), including, but not limited to, culturally acceptable concepts or alternate spellings for certain terms, e.g. Fibre vs. Fiber are addressed through country/organization translation agreements. Please contact [ncpslpermissions@eatright.org](mailto:ncpslpermissions@eatright.org).

**STAFFING:**

Research and Strategic Business Development provide staff support for Nutrition Care Process/Standardized Language (NCP/SL) Committee functions.

**ATTACHMENTS:**

1. Letter template for proposing a **New Term** for Nutrition Assessment AND/OR Monitoring and Evaluation terminology
2. Letter template for proposing a **New Term** for Nutrition Diagnostic terminology
3. Letter template for proposing a **New Term** for Nutrition Intervention terminology
4. Letter template for proposing **Modifications** to the Nutrition Assessment, Diagnosis, Intervention, and/or Monitoring and Evaluation terminology
5. Template for reference sheet to support **Additions/modifications** to the Nutrition Assessment AND/OR Monitoring and Evaluation terminology
6. Template for reference sheet to support **Additions/modifications** to Nutrition Diagnosis terminology
7. Template for reference sheet to support **Additions/modifications** to Nutrition Intervention terminology

**SUBJECT: NUTRITION CONTROLLED VOCABULARY/TERMINOLOGY MAINTENANCE/REVIEW**

**Attachment 1: Letter Template for Proposing New Term for Nutrition Assessment AND/OR Monitoring and Evaluation Terminology**

Date: \_\_\_\_\_

To: NCP/SL Committee  
Scientific Affairs and Research  
American Dietetic Association  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
khowarter@eatright.org; ncpslpermissions@eatright.org

Subject: Proposed **Addition to Nutrition Assessment AND/OR Monitoring and Evaluation Terminology**

(I/We) would like to propose a new term, \_\_\_\_\_ (Proposed term to add to the Nutrition Assessment AND/OR Monitoring and Evaluation Terminology list). The reason I/we believe that this term should be added is as follows: (insert concise rationale for change, brief example of when the situation arose that the current term was inadequately defined, and if the term is used for Nutrition Assessment, Monitoring and Evaluation or both)

1. (Insert first statement of rationale.)
2. (Insert second statement of rationale, if applicable.)
3. (Insert example of situation where this addition was needed.)
4. (Insert how this new term is documented in the Nutrition Diagnosis and Nutrition Intervention terminologies. If it cannot be documented, submissions for additional terms for Nutrition Diagnosis and Nutrition Intervention should be included.)

Other terms that are similar with explanations of why they do not exactly match our new proposed term are as follows:

1. (Insert term) – (Insert 2-3 sentences to illustrate why the existing term does not meet your need.)
2. (Insert term) – (Insert 2-3 sentences to illustrate why the existing term does not meet your need.)
3. (Add as many as applicable.)

Attached is a reference sheet that includes the term label, domain(s), label definition, indicators, data sources, nutrition interventions and diagnoses with which it is typically used, evaluation criteria (goal/reference standard), patient/client example, and a complete case using all four steps in the NCP that illustrates this term.

The point of contact for this proposal is \_\_\_\_\_ (insert name), who can be reached at \_\_\_\_\_ (best contact telephone number), \_\_\_\_\_ (mailing address) and \_\_\_\_\_ (e-mail address).

Thank you for considering this request.

Signature block  
(Organizational unit if applicable)

Attachments: (1) Completed Reference Sheet, (2) Case

**SUBJECT: NUTRITION CONTROLLED VOCABULARY/TERMINOLOGY MAINTENANCE/REVIEW**

**Attachment 2: Letter Template for Proposing New Term for Nutrition Diagnostic Terminology**

Date: \_\_\_\_\_

To: NCP/SL Committee  
Scientific Affairs and Research  
American Dietetic Association  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
khowarter@eatright.org; ncpslpermissions@eatright.org

Subject: Proposed **Addition to Nutrition Diagnostic Terminology**

(I/We) would like to propose a new term, \_\_\_\_\_ (Proposed term to add to the Nutrition Diagnostic Terminology list). The reason I/we believe that this term should be added is as follows: (insert concise rationale for change and may include brief example of when the situation arose that the current term was inadequately defined)

1. (Insert first statement of rationale.)
2. (Insert second statement of rationale, if applicable.)
3. (Insert example of situation where this addition was needed.)
4. (Insert how this new term is documented in the Nutrition Assessment/Monitoring and Evaluation and Nutrition Intervention terminologies. If it cannot be documented, submissions for additional terms for Nutrition Assessment/Monitoring and Evaluation and Nutrition Intervention should be included.)

Other terms that are similar with explanations of why they do not exactly match our new proposed term are as follows:

1. (Insert term.) – (Insert 2-3 sentences to illustrate why the existing term does not meet your need.)
2. (Insert term.) – (Insert 2-3 sentences to illustrate why the existing term does not meet your need)
3. (Add as many as applicable.)

Attached is the a reference sheet that includes the label name, proposed domain and category, definition, examples of etiologies and signs and symptoms, references, and a complete case using all four steps in the NCP that illustrates this term and the corresponding PES statement.

The point of contact for this proposal is \_\_\_\_\_ (insert name),  
who can be reached at \_\_\_\_\_ (best contact telephone number),  
\_\_\_\_\_ (mailing address) and \_\_\_\_\_  
(e-mail address).

Thank you for considering this request.

Signature block  
(Organizational unit if applicable)

Attachments: (1) Completed Reference Sheet, (2) Case

**SUBJECT: NUTRITION CONTROLLED VOCABULARY/TERMINOLOGY MAINTENANCE/REVIEW**

**Attachment 3: Letter Template for Proposing New Term for Nutrition Intervention Terminology**

Date: \_\_\_\_\_

To: NCP/SL Committee  
Scientific Affairs and Research  
American Dietetic Association  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
khowarter@eatright.org; ncpslpermissions@eatright.org

Subject: Proposed **Addition to Nutrition Intervention Terminology**

(I/We) would like to propose a new term, \_\_\_\_\_ (Proposed term to add to the Nutrition Intervention Terminology list). The reason I/we believe that this term should be added is as follows: (insert concise rationale for change and may include brief example of when the situation arose that the current term was inadequately defined)

1. (Insert first statement of rationale.)
2. (Insert second statement of rationale, if applicable.)
3. (Insert example of situation where this addition was needed.)
4. (Insert how this new term is documented in the Nutrition Assessment/Monitoring and Evaluation and Nutrition Diagnosis terminologies. If it cannot be documented, submissions for additional terms for Nutrition Assessment/Monitoring and Evaluation and Nutrition Diagnosis should be included.)

Other terms that are similar with explanations of why they do not exactly match our new proposed term are as follows:

1. (Insert term.) – (Insert 2-3 sentences to illustrate why the existing term does not meet your need.)
2. (Insert term.) – (Insert 2-3 sentences to illustrate why the existing term does not meet your need)
3. (Add as many as applicable.)

Attached is the a reference sheet that includes the label name, proposed domain, definition, details of the nutrition intervention, nutrition diagnostic terminology with which it is typically used, other considerations, and references, and a complete case using all four steps in the NCP that illustrates this term.

The point of contact for this proposal is \_\_\_\_\_ (insert name), who can be reached at \_\_\_\_\_ (best contact telephone number), \_\_\_\_\_ (mailing address) and \_\_\_\_\_ (e-mail address).

Thank you for considering this request.

Signature block  
(Organizational unit if applicable)

Attachments: (1) Completed Reference Sheet, (2) Case

**SUBJECT: NUTRITION CONTROLLED VOCABULARY/TERMINOLOGY MAINTENANCE/REVIEW**

**Attachment 4: Letter Template for Proposing Modifications to the Nutrition Assessment, Diagnosis, Intervention, or Monitoring and Evaluation Terminology**

Date: \_\_\_\_\_

To: NCP/SL Committee  
Scientific Affairs and Research  
American Dietetic Association  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
khowarter@eatright.org; ncpslpermissions@eatright.org

Subject: Proposed Modification to an existing term in Nutrition Assessment, Diagnosis, Intervention, or Monitoring and Evaluation Terminology

(I/We) would like to propose a modification of the term, \_\_\_\_\_ (insert Number and Name from current Nutrition Assessment, Diagnosis, Intervention, or Monitoring and Evaluation Terminology lists). The reason I/we believe that this term should be modified is as follows (insert concise rationale for change and may include brief example of when the situation arose that the current term was inadequately defined):

1. (Insert first statement of rationale.)
2. (Insert second statement of rationale, if applicable.)
3. (Insert example of situation where this modification was needed.)

Attached is the revised Nutrition Assessment, Diagnosis, Intervention, or Monitoring and Evaluation Terminology reference sheet that shows the original content and recommended changes highlighted or bolded for your consideration. Attached is also a complete case using all four steps in the NCP that illustrates the modified term.

The point of contact for this proposal is \_\_\_\_\_ (insert name), who can be reached at \_\_\_\_\_ (best contact telephone number), \_\_\_\_\_ (mailing address) and \_\_\_\_\_ (e-mail address).

Thank you for considering this request.

Signature block  
(Organizational unit if applicable)

Attachments: (1) Modified Reference Sheet, (2) Case

**SUBJECT: NUTRITION CONTROLLED VOCABULARY/TERMINOLOGY MAINTENANCE/REVIEW**

**Attachment 5:** Template for Reference Sheet to support additions/modifications to **Nutrition Assessment AND/OR Monitoring and Evaluation Terminology**

**Nutrition Assessment AND/OR Monitoring and Intervention Label** (Leave number blank)  
(Insert 1- to 4-word label)

**DOMAIN(S)**

(NUTRITION ASSESSMENT and NUTRITION MONITORING AND EVALUATION): Food/Nutrition-Related History; Anthropometric Measurements; Biochemical, Medical Tests, and Procedures; Nutrition-Focused Physical Findings

(NUTRITION ASSESSMENT ONLY): Client History

**Definition:** (Insert 1 sentence that describes the intent of the label)

**Nutrition Assessment and Monitoring and Evaluation**

**Indicators**

- (Insert as appropriate)
- (Insert as appropriate)
- (Insert as appropriate)
- (Insert as appropriate)

**Examples of the measurement methods or data sources for these indicators:** (Insert)

**Typically used with the following domains of nutrition interventions:** (Insert)

**Typically used to assess and to monitor and evaluate change in the following nutrition diagnoses:** (Insert)

**Evaluation**

**Criteria for evaluation**

Comparison to Goal or Reference Standard

1) Goal (tailored to patient/client needs)

OR

2) Reference standard

**Patient/Client Example**

**Indicator(s) selected**

(Insert as appropriate)

(Insert as appropriate)

**Criteria for evaluation**

Comparison to Goal or Reference Standard

1) Goal: (Insert)

OR

2) Reference standard: (Insert)

**Sample nutrition assessment and monitoring and evaluation documentation**

<i>Initial nutrition assessment with patient/client</i>	(Insert)
<i>Re-assessment after nutrition intervention</i>	(Insert)

**References**

Cite references

**SUBJECT: NUTRITION CONTROLLED VOCABULARY/TERMINOLOGY MAINTENANCE/REVIEW**

**Attachment 6:** Template for Reference Sheet to support **additions/modifications** to **Nutrition Diagnostic Terminology**

**DOMAIN**

(Intake, Clinical or Behavioral-Environmental)

**Category**

(e.g., Functional, Biochemical)

**Nutrition Diagnostic Label** (List alpha-numeric term code and Academy unique identifier if modification)

(Insert 1- to 4-word label)

**Definition**

(Insert 1 sentence that describes the intent of the label)

**Etiology** (Cause/Contributing Risk Factors)

Factors gathered during the nutrition assessment process that contribute to the existence of or the maintenance of pathophysiological, psychosocial, situational, developmental, cultural, and/or environmental problems.

- (Insert common etiologies for Nutrition Diagnostic Label)

**Signs/Symptoms** (Defining Characteristics)

A typical cluster of subjective and objective signs and symptoms gathered during the nutrition assessment process that provide evidence that a problem exists; quantify the problem and describe its severity.

<b>Nutrition Assessment Category</b>	<b>Potential Indicators of this Nutrition Diagnosis (one or more must be present)</b>
Biochemical Data, Medical Tests and Procedures	• (Insert as appropriate)
Anthropometric Measurements	• (Insert as appropriate)
Nutrition-Focused Physical Findings	• (Insert as appropriate)
Food/Nutrition-Related History	• (Insert as appropriate)
Client History	• (Insert as appropriate)

**References:**

Cite references

**SUBJECT: NUTRITION CONTROLLED VOCABULARY/TERMINOLOGY MAINTENANCE/REVIEW**

**Attachment 7: Template for Reference Sheet to support additions/modifications to Nutrition Intervention Terminology**

**Nutrition Intervention Label** (List–alpha-numeric term code and Academy unique identifier if modification)  
(Insert 1- to 4-word label)

**DOMAIN**

(Food and/or Nutrient Delivery, Nutrition Education, Nutrition Counseling, or Coordination of Nutrition Care)

**Definition**

(Insert 1 sentence that describes the intent of the label)

**Details of Intervention**

A typical intervention might be further described related the following details.

- Insert as appropriate

**Typically used with the following**

<b>Nutrition Diagnostic Terminology Used in PES Statements</b>	<b>Common Examples (Not intended to be inclusive)</b>
<i>Nutrition Diagnoses</i>	· (Insert as appropriate)
<i>Etiology</i>	· (Insert as appropriate)
<i>Signs and Symptoms</i>	· (Insert as appropriate)

**Other considerations** (e.g., patient/client negotiation, patient/client needs and desires, readiness to change)

List other considerations

**References**

Cite references