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As an Academy that utilizes an explicit, systematic process to develop the systematic reviews and the Evidence-Based Nutrition Practice Guidelines, the Academy of Nutrition and Dietetics must insure balance, independence, objectivity, and scientific rigor in this work. To assure appropriate expertise and limit bias, the Work Group Selection Sub-committee will follow the outlined procedures and criteria and adhere to the established ground rules in selection of workgroup members.

I. FORMAT OF WORKGROUP

- A. Each workgroup will be comprised of a maximum of six members and will consist of members with an extensive balance in research and/or practice. Variances from this composition will be left to the discretion of the EBPC vice chair.
- B. Workgroup members will be appointed for a maximum of a three-year term or until project completion. If the project continues beyond three years, workgroup members will be reinstated for a new term only after agreeing to do so.
- C. Content experts may be brought in on an as needed basis throughout the evidence analysis process to assist with comprehension of the research or practice relevant to the topic; these individuals will be identified by the expert workgroup.

II. DETERMINING CANDIDATES

- A. **TIMELINE:** The procedure for the approval of Workgroup members requires 60-120 days, beginning with the identification of candidate(s) and ending with final selection of workgroup member(s) and chair.
- B. **IDENTIFICATION:** Academy staff liaison establishes a list of qualified candidates who have a level of professional experience and knowledge of the disease or condition to be addressed. Candidates will be identified through the following:
 - 1. Evidence-Based Practice Committee.
 - 2. Established workgroup chair/members.
 - 3. Review of publications (by Academy staff) that are relevant to the topic
 - 4. DPGs
 - 5. Internet searches
 - 6. Self-nomination via the Get Involved link on the EAL
- C. **COMMUNICATION TO CANDIDATES:** Academy staff contacts candidates and communicates the following:
 - 1. Timeline of project
 - 2. Outcome of project (Systematic review, manuscript, guideline)
 - 3. Workgroup member responsibilities

4. Invitation to submit application materials

D. CANDIDATES MUST COMPLETE AN ONLINE APPLICATION WHICH WILL INCLUDE:

1. Curriculum vitae (CV) to include public speaking engagements, presentations, and Academy participation.
2. A 300 word personal statement indicating their interest and qualifications they have to contribute to the project.
3. Completed and signed Disclosure and Conflict of Interest Form (form provided by staff)
 - a. Potential conflicts of interest are also noted during workgroup proceedings and members must excuse themselves from participation in grading conclusion statements or recommendations where they cannot remain free from bias or where there is the potential for conflict of interest. Examples include, but are not limited to, grading conclusions or recommendations involving papers the workgroup member has authored or products or services that the member's employer provides.

E. CRITERIA FOR CANDIDATES: Candidates must meet the following criteria to be considered for the workgroups:

1. Submission of all requested materials
2. Minimum of five years of experience in clinical practice and/or research
3. Master's degree (Eight years of work experience will be accepted in lieu of MS)
4. Three years of work in or with some relationship to the focus of the project
5. In the Expert, Advanced Practice, or Proficient levels of dietetics practice according to the Dietetics Career Development Guide
6. Ideal candidates in order of preference are:
 - a. Registered Dietitians or Dietetic Technician Registered (RD/DTR); must hold Academy membership to be considered
 - b. Academy members without RD/DTR
 - c. Non-members that are recognized for their research or practice experience in workgroup topic area
7. Individuals may not serve as an evidence analyst and workgroup member for the *same* project. (These individuals may continue to serve as analysts for other evidence analysis projects.)

III. SELECTION OF WORKGROUPS

A. SELECTION: The selection of workgroup members will be scored and selected based on the following:

1. Type of graduate degree
2. Research and/or practice experience
 - a. Research expertise may include:
 - i. Authoring of publications in peer reviewed journals
 - ii. Authoring of publications in peer reviewed journals that pertain to the workgroup project
 - iii. Involvement in research
 - iv. Involvement in research that pertains to the workgroup project
 - b. Practice expertise may include:

- i. Practice experience
 - ii. Practice experience that pertains to the workgroup project
 - iii. Presentation experience in a public forum (i.e. lectures, abstract presentations, etc.)
3. Previous workgroup participation on Academy evidence analysis projects.
4. Conflict of Interest: Direct conflicts and potential conflicts of interest relevant to a project will be considered. Having a financial or other relationship with companies, organizations, or enterprises that may benefit from the outcome of the evidence analysis does not disqualify a candidate from being eligible for appointment.
5. Personal statement

B. SELECTION PROCESS:

1. After reviewing the candidates, the workgroup selection sub-committee submits candidates scores and comments using designated score sheet.
2. Scores are tallied by staff and reviewed by the sub-committee.
3. The sub-committee will use a private discussion list on the Academy portal for electronic discussions on candidates.
4. A conference call is held with the sub-committee to complete selections of workgroup members and chair.

IV. INITIATING WORKGROUP/NEW MEMBERS

A. COMMUNICATION WITH SELECTED WORKGROUP MEMBERS:

1. Academy staff will inform the selected chair and workgroup members of the selections and request consent to their appointments.
2. Each selected member receives:
 - a. Welcome letter with overview of the project.
 - b. Information regarding external funding when applicable
 - c. Academy Copyright Release Form for the use of their name on EAL[®] in the Contributors List
 - d. Access to the Academy portal
 - e. Workgroup Ground Rules and Responsibilities
 - f. Journal article: Holt, N. The Duty of Dissent. *Associations Now/The Volunteer Leadership Issue*. 2008:17-20.
3. Copyright Release Form is to be completed and returned within a two-week time frame.

B. TELECONFERENCES: A series of orientation teleconferences/webinars will be conducted to train workgroup members and chairs on the following:

1. Scope of project and timeline
2. Responsibilities of EAL Team
3. Evidence Analysis Process
4. Academy portal

V. REPLACEMENT OF WORKGROUP MEMBERS OR CHAIR

- A. If a member or chair of a workgroup resigns or is not able to meet the roles and responsibilities, the workgroup selection sub-committee will appoint an individual to fill the position.
- B. The workgroup chair and/or members are notified.

- C. Academy staff identifies new candidates through suggestions from the workgroup and chair and/or following procedures under “Identification” above.
- D. Procedures for noted above will be followed to select a new workgroup member.
- E. If a chair resigns, the sub-committee will review the CV and score sheets of current members to determine if a current member is qualified serve as chair. If no current member is qualified, a new candidate will be identified following procedures above.