
Review Date: September 27, 2012

First Phase:

- 1) Contact previous workgroup members if the project is a revision or related topic. Also review workgroup members who have resigned from past projects (noted in EAL Contributors). If possible, contact previous WG project manager and/or past EAL workgroup members for recommendations.
- 2) Develop a short version solicitation for workgroup members to be sent out to the appropriate DPG managers (DPGs related to the project area). Always be sure to include the Research DPG. Sample solicitations can be found at: Q:\12. EAL-EBPC\3. WG Selection Sub-committee\1. Evidence-Based WG\4. Solicitation samples\2012 Workgroup Solicitations. The DPG manager will send the solicitation to the DPG Executive Officers who will include the solicitation in their EML (DPG manager will notify RSBD manager when the solicitation is sent to the officers).
 - a. Include the criteria for candidates on the solicitation message:
 - i. Minimum of 5 years of experience in clinical practice and/or research
 - ii. Master's degree
 - iii. Three years of work in or with some relationship to the focus of the project
 - iv. In the Expert, Advanced Practice, or Proficient levels of dietetics practice according to the Dietetics Career Development Guide
 - v. Submission of required materials:
 1. CV to include public speaking engagements, presentations, and Academy involvement
 2. Personal statement expressing interest and qualifications they bring to the project
- 3) Ask RSBD Staff for suggestions and potential leads.
- 4) Ask EBPC for suggestions and potential leads. Contact EBPC staff to add to next call agenda or post on discussion list.

- 5) Contact the Research Committee liaison for suggested candidates.
- 6) Update running scroll on EAL homepage as well as the “Get Involved” section under the “About” tab.
- 7) Search Opportunities to Serve list (Charlene Rice to provide this annually).

Second Phase (If limited response in first phase):

- 8) If an appropriate response is not received within three weeks, send a second request with the “short version” solicitation to the DPG managers.
- 9) Search contributor list on relevant sections of the Nutrition Care Manual.
- 10) If appropriate for topic, review authors and reviewers of practice and position papers who are RDs (these are listed at the end of the position paper). Note: current policy states that EAL workgroup members and position paper authors are appointed independently (see Procedure for Approval and Initiation of Workgroup Members [#4] in folder Q:\12. EAL-EBPC\1. EBP Committee\4. EBPC Manual\Tab C Policies and Procedures for Committee Operations). Papers can be found at <http://www.eatright.org/HealthProfessionals/content.aspx?id=6889>
- 11) Review participants *and* candidates (who were not selected) from relevant toolkit usability tests. Participants for previous toolkit usability tests can be found in: Q:\11.USABILITY TESTS
- 12) Search authors/reviewers of relevant SOP/SOPPs (these are found at <http://www.eatright.org/sop/>)
- 13) Search EAL for the topic and see if any worksheets come up with appropriate authors.
- 14) Search relevant journal articles and other publications (e.g., books, guidelines, consumer education, websites, newsletter articles, etc.) for RDs who are Academy Members. To determine if an individual is an Academy member conduct a search in NetForum.
- 15) As appropriate, search under “Find an RD” on eatright.org- specialties are listed.
- 16) General web searches for dietitians and XXX topic (Google, Webmd, ShareCare, nutrition websites, etc).

Third Phase (if limited response in second phase):

- 17) Three weeks after the second solicitation with DPGs, if there is still a limited response, send an e-mail blast coordinated through Robert Miller, by sending an IT support ticket, to each of the DPG members (note: it may take 2 weeks to get the email blast out through this system). Include Diane Juskelis on the email.
- 18) Other potential means for obtaining candidates:
 - a. Search past FNCE programs for speakers
 - b. Search external annual meeting programs (e.g., American Diabetes Association – Scientific meeting, American Heart Association, ASPEN, AADE, GIN, others)
 - c. Contact other Academy staff as appropriate (e.g., Quality Management, Nutrition Services Coverage, Governance, Policy Initiatives and Advocacy)
 - d. House of Delegates newsletter
 - e. Include need for candidates in EBPC HOD and BOD biannual reports.
 - f. Message sent to state or local Affiliates

When responding to or recruiting individuals' vs. groups, be sure to use the long version solicitation which can be found in the same folder as above. Also, be sure to include the personal statement request and conflict of disclosure documents which can be found at: Q:\12. EAL-EBPC\3. WG Selection Sub-committee\1. Evidence-Based WG\3. Forms and Instructions\4. Nominee Forms.

Please see the Workgroup Appointment Process Document for remaining procedures which can be found at: Q:\12. EAL-EBPC\3. WG Selection Sub-committee\1. Evidence-Based WG\3. Forms and Instructions\1. WG Appointment Process.