

## Commission on Dietetic Registration (CDR) Position Descriptions

### Term and Positions

- Three-year term. Multiple positions with varying representation:
  - RD or RDN, DTR or NDTR,
  - Board-Certified Specialist Practitioner,
  - Advanced Practitioner Certification in Clinical Nutrition, and
  - Nominating Committee RD or RDN Representative.
- Nominating positions that may be included on annual ballot to fulfill the Commission Board are:
  - Eight (8) Commissioners on the Commission Board are Registered Dietitians or Registered Dietitian Nutritionist.
  - One (1) Commissioner on the Commission Board must be a Dietetic Technician, Registered or Nutrition and Dietetics Technician, Registered.
  - One (1) Commissioner on the Commission Board must be a CDR Board Certified Specialist Practitioner.
  - One (1) Commissioner on the Commission Board must be an Advanced Practitioner Certification in Clinical Nutrition.

### Part I: Qualifications

#### CDR Representatives for Registered Dietitian or Registered Dietitian Nutritionist and Dietetic Technician, Registered or Nutrition and Dietetics Technician, Registered

- Experience in professional activities and demonstrated leadership through national and affiliate and/or district involvement
- Experience and membership with all related organizations is preferred
- Demonstrated leadership qualities and knowledge of credentialing requirements of the profession.
- Experience in standard setting and fiscal management; strategic orientation
- Not currently serving in, nor candidate for, the following positions or willing to step down from position by the start of elected CDR term
  - Elected officer OR elected delegate OR approved by consensus or majority, on the
    - Academy of Nutrition and Dietetics (Academy) Board of Directors
    - Academy of Nutrition and Dietetics Foundation (ANDF) Board of Directors
    - Accreditation Council for Education in Nutrition and Dietetics (ACEND) Board
    - Academy Dietetic Practice Groups (DPGs)
    - Academy Member Interest Groups (MIGs)
    - Academy House of Delegates (HOD)
- Not currently serving in a position or willing to step down from position by the start of elected CDR term
  - Appointed member:
    - Academy Board Committee, Academy Non-Board Committee or Academy Standing Committee or Academy Operations Committee
    - Academy House of Delegates Committee (Council on Future Practice, Ethics)
    - Academy Media and Communications Spokesperson

- Currently serving in and agrees to **disclose** at the time of ballot selection, and on an on-going basis if elected to the Commission
  - Appointed as a Subject Matter Expert (SME) for projects, on
    - Academy Board Committee, Academy Non-Board Committee or Academy Standing Committee or Academy Operations Committee
    - Academy House of Delegates Committee (Council on Future Practice, Ethics)
    - Dietetic Practice Groups (DPGs)
    - Member Interest Groups (MIGs)
    - Academy of Nutrition and Dietetics Foundation (ANDF)
    - Accreditation Council for Education in Nutrition and Dietetics (ACEND)
  - Elected or appointed officer positions on State Affiliates and State District Associations
  - Elected or appointed officer or position on external professional organizations
    - Disclosure Examples---A Commissioner:
      - cannot be appointed to the Council on Future Practice (CFP) House Committee, however, a Commissioner could participate as an SME on a CFP taskforce to assist with a project deliverable for Artificial Intelligence (AI) which the CFP is developing for credentialed practitioners (possibly the deliverable may only be open to/accessed by Academy members).
      - cannot serve as an ACEND program reviewer which is appointed by ACEND board or on any ACEND committees.
      - cannot be elected to the Nutrition and Dietetic Educators and Preceptors (NDEP) DPG, however, a Commissioner who is an SME for IDEA could participate as an educator on the development of an Inclusion, Diversity, Equity and Access (IDEA) resource guide/learning modules for NDEP's members, students and interns.
      - may be appointed as an SME on a HOD taskforce for a special topic of interest.
      - may be appointed to DPG's Professional Development Committee for working on their annual symposium. This is not an elected office and is appointed by a DPG.
      - may be appointed to a DPG's Professional Development Committee Chair, even if that means serving as a DPG Board member, so long as that position is appointed and not elected.
- No paid positions with the Academy and ANDF, current or within the past 5 years
- Disclosure of current/ongoing independent contractor agreements with the Academy, ANDF, or CDR

**NOTE:** The CDR Nominating Committee will review applications and at the time of ballot selection discuss with candidates any positions that might conflict and need to be resigned if elected to CDR.

The goal of these rules is twofold:

- 1) protect CDR's National Commission for Certifying Agencies (NCCA) required undue influence firewall by preventing conflicts of interest, and
- 2) ensure Commissioner candidates will have time to dedicate to the Commission and their Commission appointed roles. Commissioners are requested to prioritize CDR work in the instance of CDR and other meetings occurring simultaneously (e.g. at FNCE).

### **CDR Nominating Committee RD or RDN Representative**

- Currently credentialed as a Registered Dietitian or Registered Dietitian Nutritionist by the Commission on Dietetic Registration.
- Has served as a CDR Commissioner or a Panel, Committee, Task Force or Work Group appointee and whose term expired within ≤ ten (10) years.
- Possess a strong understanding of CDR's credentialing roles, functions, and requirements for effective leadership skills in fulfilling ballot positions.
- Not currently serving in, nor candidate for, the following positions or willing to step down from position by the start of elected CDR term
  - Elected officer OR approved by consensus or majority, on the
    - Academy of Nutrition and Dietetics (Academy) Board of Directors
    - Academy of Nutrition and Dietetics Foundation (ANDF) Board of Directors
    - Accreditation Council for Education in Nutrition and Dietetics (ACEND) Board
- Currently serving in and agrees to **disclose** at the time of ballot selection, and on an on-going basis if elected to the Commission
  - Elected officer OR elected delegate on the
    - Academy Dietetic Practice Groups (DPGs)
    - Academy Member Interest Groups (MIGs)
    - Academy House of Delegates (HOD)
  - Appointed positions on, or appointed as a Subject Matter Expert (SME) for projects, on
    - Academy Board Committee, Academy Non-Board Committee, Academy Standing Committee or Academy Operations Committee
    - Academy House of Delegates (HOD)
    - Academy House of Delegates Committee (Council on Future Practice, Ethics)
    - Academy Dietetic Practice Groups (DPGs)
    - Academy Member Interest Groups (MIGs)
    - Academy Media and Communications Spokesperson
    - Academy of Nutrition and Dietetics Foundation (ANDF)
    - Accreditation Council for Education in Nutrition and Dietetics (ACEND)
- Currently serving in and agrees to **disclose** at the time of ballot selection, and on an on-going basis if elected to the CDR Nominating Committee
  - Elected or appointed officer positions on State Affiliates and State District Associations
  - Elected or appointed officer or position on external professional organizations
- No paid positions with the Academy and ANDF, current or within the past 5 years
- Disclosure of current/ongoing independent contractor agreements with the Academy, ANDF, or CDR

**NOTE:** The CDR Nominating Committee will review applications and discuss with candidates at the time of ballot selection.

### **Part II: Requirements**

The Commissioners serve a three (3) year term. The Commissioners elect the Chair-Elect who serves a 2 year-term which includes the first year as Chair-Elect followed by the next year as Chair. The Immediate Past Chair shall serve a 1-year term.

#### **Time Commitment**

- The time requirement for Commissioners each year for meetings and travel is six (6) 2-hour virtual meetings and two (2) in-person meetings in October (1 day) and May (1 ½ days). An orientation for new Commissioners is also expected in May. Time is also required for correspondence, planning, writing reports and assignments within the Commission and CDR Committees, Panels, Taskforces and Advisory Group. Employer support in advance is encouraged.
- The time requirement for the CDR Nominating Committee RD, RDN Representative is four (4) one to two hour virtual meetings between June and November, in addition to three to four hours review and evaluation of nomination information prior to selection of candidate recommendations.

### **Part III: Recommended Skill Sets and Attributes**

The skill set applies to all positions on the national ballot.

#### **CDR Representative for RD, RDN, DTR, NDTR, Specialist and Advanced Practitioner**

- Experience and interest in credentialing and associated issues
- Commitment to protecting the public through setting standards
- Knowledgeable about accreditation/credentialing requirements
- Differentiates between organization and professional issues
- Expertise in:
  - Dietitian and Dietitian Nutritionist practice areas
  - Dietetic Technician and Nutrition and Dietetics Technician practice areas
  - Specialist practice areas (if a nominee for a specialist position)
  - Advanced practice in clinical nutrition (if nominee for advanced practice position)

#### **CDR Nominating Committee for RD, RDN Representative**

- Understands strategic direction and associated leadership requirements of CDR
- Participates in national networks of CDR credentialed practitioners
- Communicates effectively and with self-confidence, has critical thinking and evaluation skills, ability to work with a team and put the needs of the organization first in order to reach consensus
- Evaluates information analytically
- Is proactive
- Is visionary
- Demonstrates a broad knowledge of the nutrition and dietetics profession
- Exhibits self-confidence with internal and external audiences

### **Part IV: Functions**

#### **CDR Representative for RD, RDN, DTR, NDTR, Specialist and Advanced Practitioner**

- Act and advocate in all appropriate ways before the public, the profession, educational entities, and all levels of government to encourage and achieve the highest standards in the practice of nutrition and dietetics
- Establish and evaluate standards, policies, and procedures for:
  - certification program, eligibility, reinstatement, examination, recertification, verification, appeals, learner and provider, compliance, auditing, practice competence, scope/standards of practice, quality improvement and initiatives, quality measures, nutrition care process, standards, and interoperability

- Establish fees and provide for responsible fiscal planning and control for the administration of credentialing which includes, but not limited to, certification, recertification and all related professional assessment and development activities including standard setting for learners and providers, establishment of certification fees and administering credentialing programs
- Establish policies and guidelines for CDR Appeals Panel
- Appoint committees and consultants to assist the Commission in meeting its program of work, goals, and objectives
- Establish, administer, and enforce the code of ethics for credentialed practitioners
- Establish, administer, and enforce the candidate code of conduct for exam candidates
- Contract with state licensure boards and other entities for certification collaboration and examination use agreements
- Works with other Commissioners to learn role and responsibilities of office and ensure continuity
- Commitment to team decision-making and accomplishment of the Commission's strategic and operating plans
- Objectivity in advising, counseling, and working with the Commission; skills in consensus building
- Encourage and promote inclusion, diversity, equity, and access

## **CDR Nominating Committee RD, RDN Representative**

### *Identify*

- Find potential candidates who possess the characteristics and skill sets needed to help advance the CDR strategic plan
- Collaborate with CDR to review and refine skill sets and qualifications
- Conduct gap analysis of current Commission perspectives to identify future needs

### *Nominate*

- Communicate with CDR credentialed practitioners to identify qualified, diverse, and representative group of nominees

### *Select*

- Evaluate, screen, and choose candidates for the national CDR ballot
- Encourage and promote inclusion, diversity, equity, and access, by recognizing, respecting, and including differences in ability, age, creed, culture, ethnicity, gender, gender identity, political affiliation, race, religion, sexual orientation, size, and socioeconomic characteristics in the nutrition and dietetics profession

### *Update*

- Campaign guidelines

### *Encourage*

- Inform candidate of results, request evaluation of the process and communicates other opportunities for leadership

### *Cultivate*

- Continue to establish a pool of candidates
- Foster leadership development opportunities on CDR committees, panels, and task forces

### *Evaluate*

- Analyze nominations and election processes and recommends for change to CDR and the Academy Nominating Committee
- Uphold and promote the CDR strategic plan to the public, employers, and CDR credentialed practitioners