

Call for Educational Sessions

2011 CLINICAL NUTRITION MANAGEMENT DPG SYMPOSIUM:

Leadership in an Age of Reform: Are You Equipped to Thrive?

April 2 - April 5, 2011
Loews Ventana Canyon
7000 North Resort Drive
Tucson, Arizona 85750

With the implementation of healthcare reform on the horizon, dietetic professionals and nutrition leaders will need to anticipate and prepare for potential changes. The status quo may no longer be appropriate or sufficient to meet new demands. Over the past decade the healthcare industry has continued to adjust to meet the changing demands. There have been many regulatory changes set out to improve patient safety and patient outcomes; as well as financial controls to support the economic climate. The healthcare industry of yesterday is gone, and we can only begin to anticipate the further changes ahead. Many of us are already experiencing the shift toward transparency, innovation, financial justification, and staff productivity as only a few of the current trends. As healthcare practitioners and nutrition leaders will we be able to keep up?

The title for the symposium is “Leadership in an Age of Reform: Are You Equipped to Thrive?” It will take a different skill set and resource utilization to assist dietetic professionals and nutrition leaders to stay on top of the expectations and succeed. The goals for the symposium are to: provide insights into the current and future healthcare trends, share successes and best practice guidelines, and motivate change toward innovation and process improvements.

We are seeking proposals for topics that will support the theme and goals of the symposium as outlined above. Consideration will be given to session proposals covering the following topics:

1. Projects that Support the Institute of Medicine Six Aims for Improvement:
Safe, Effective, Patient Centered, Timely, Efficient, Equitable Care
2. Updates on Healthcare Reform and Healthcare Legislation
3. Shared Governance – Promoting and Developing a Shared Leadership Culture
4. Informatics – Effective use of Information Technologies *high member interest topic
5. Expanding and/or Marketing Nutrition Services
6. Strategies for Justifying or Increasing Staff/FTEs
7. Financial or Budgeting Success Stories ie) ways to increase revenue/reimbursement
8. Integrating NCP into Practice and Beyond – The Next Steps... *high member interest topic
9. Promoting Evidence-Based Practice and Research and/or Grant Writing
10. Current Industry Trends ie) Health Literacy, Health and Wellness Programs
11. Performance Measures – Staff Competency + Productivity *high member interest topic
12. Clinical Nutrition Best Practices and/or Innovation ie) Clinical privileges, clinical ladders
13. Establishing Benchmarks, Dashboards, and Outcomes Monitoring *high member interest topic
14. Regulatory Updates and Survey Readiness *high member interest topic
15. Possible Opportunity for Concurrent Breakout Sessions with Focus on:
Pediatrics, Long-term Care, Critical Care, Ambulatory Services

BACKGROUND INFORMATION

Please verify all information is complete and accurate before making a submission. All submission material **must** be received on or before **Friday, August 13th, 2010 by 12:00 (noon) Eastern**. Consider putting a tracking property on your email so that you know when it was received and opened.

Proposals will be reviewed based on their individual merit and their application to CNM DPG goals and pertinent topics. Consideration will be given to achieving a balance among FNCE topics.

GUIDELINES FOR SUBMITTING PROPOSALS

Complete the attached two-page form. Only completed forms that are limited to the 2 pages, sent via e-mail, and received by the due date/time will be accepted.

Complete ALL components of the Educational Session Proposal Form. Reviewers are unable to review a proposal if incomplete or vital information is missing.

E-mail submissions to the following individuals:

CNM Professional Development Team	e-mail address
Sharron Lent	Lent-sharron@aramark.com
Sherri Jones	jonessl@upmc.edu

**E-MAILED FORMS MUST BE RECEIVED ON OR BEFORE
Friday, August 13, 2010, at 12:00 pm (noon) Eastern**

PROGRAM SESSIONS

SESSION SELECTION

All proposals received on or before **Friday, August 13th, 2010 at 12:00 (noon) Eastern** will be reviewed for acceptance by the CNM DPG Professional Development Team (PDT). The PDT reserves the right to make recommendations and requirements for revisions of content within proposals prior to acceptance. Session details should not be publicized until the Event Planner receives written confirmation of acceptance from the PDT.

SESSION FUNDING

Requested honoraria are not guaranteed and will be negotiated by the PDT. The PDT will contact speakers directly to negotiate honoraria, if necessary. Carefully read the CNM Symposium **SPEAKER REIMBURSEMENT POLICY** listed below.

CNM SYMPOSIUM SPEAKER REIMBURSEMENT POLICY

The Event Planner for CNM will send all approved speakers a packet with required paperwork, including speaker agreement, housing, and travel forms.

CNM SYMPOSIUM speaker reimbursement policy

- Dietetic professionals selected to speak will receive complimentary registration to the annual symposium and reimbursement against travel expenses of \$580.
- In order to encourage additionally professional proposals, non-dietetic professionals will receive complimentary registration, and agreed upon honorarium.
- No more than 2 speakers per session will be eligible for speaker reimbursement against travel expenses. If more than 2 speakers are included for your session please indicate on the Speaker Bio and Release form which 2 speakers are to receive reimbursement.

Speakers will be confirmed after the session has been accepted by the PDT in writing. The PDT will handle final negotiation of speaker honoraria and expense reimbursement. The Event Planner will be responsible for issuing the appropriate speaker agreement and for sending the honorarium check, if applicable, post-meeting.

REVIEW PROCESS

The PDT will consider the educational value of each proposal and the extent to which it presents new, pertinent, and/or significant information to the dietetics profession and Clinical Nutrition Managers. Proposals received on or before the deadline will be reviewed based on: appropriateness of topic, advanced level of content, cutting-edge information that has not been previously presented, comprehensiveness of session objectives, and speaker expertise.

Event Planner will be notified of the proposal's final status by mid-September 2010. A PDT member may contact the speaker with questions regarding a proposal. Proposals are considered accepted only when the Event Planner receives a *written confirmation* from the PDT. CNM Symposium proposals are "works in progress" as the CNM DPG and PDT work to provide quality programming each year.

The PDT has the option to not accept proposals. Under certain circumstances, the PDT may recommend and/or require speaker modifications for proposal acceptance in order to match the overall programming needs of the CNM Symposium.

CNM DPG COMMERCIALISM POLICY

The CNM PDT maintains full control over the planning, content and implementation of all programs presented during the CNM Symposium, including the selection of speakers, moderators and faculty. The intent of CNM Symposium programs is to provide quality sessions focused on educational content, which is free from commercial influence or bias. The CNM DPG prohibits presentations that constitute promotion and/or advertising. This specifically includes pervasive or inappropriate use of logos. Presentations that are sole descriptions of a program, publication, or product will not be accepted nor tolerated by the participants. To this end, program planners, session participants and sponsors are prohibited from engaging in scripting, targeting points for specific emphasis or other actions designed to influence the overall content of the program. Statements made should not be viewed as, or considered representative of, any formal position taken on any product, subject, or issue by the CNM DPG. Violations may result in forfeiture from being considered for future CNM symposium proposals. It is the responsibility of the Event Planner to monitor compliance with logos on handouts from all speakers.

EDUCATIONAL SESSION PROPOSAL FORM

CONTACT INFORMATION

Provide all contact information requested. Be sure that it is accurate. Enter the address where you would like information / documents to be sent to.

PERTINENT BIOGRAPHICAL INFORMATION

Provide pertinent information about your background that would be good for the PDT, and ultimately Symposium attendees, to know. Include information that would help with proposal acceptance.

SESSION TITLE

The *title* should be a creative, effective, short description of the objectives and session content. But, it is also important that it portray the true intent of the session.

SESSION DETAILS

Select the *session details* you recommend for your proposal. Please include suggested length, CPE level, and learning needs code(s).

OBJECTIVES

Provide up to *four objectives* describing the outcomes resulting from the presentation.

- A learning objective is an action statement that describes what the participants will be able to do as a result of the learning experience, usually defined in terms of knowledge, skills, or attitudes.
- A learning objective should complete the following statement with an observable and measurable verb, "After this presentation, the attendee will be able to..."
- The following verbs **should not be** used when writing learning objectives: *know, learn, grasp, enhance, understand, appreciate, and improve.*

SESSION OUTLINE

Provide a brief *outline* describing your topic content as it relates to the session's objectives.

NUMBER OF SPEAKERS

Indicate the number of speakers participating in this session. If there are more than 2 speakers please indicate on the Speaker Bio and Release form which 2 speakers are to receive reimbursement.

EQUIPMENT

Indicate any special audiovisual or other equipment you would need for your presentation, i.e. paper, flip charts, etc.

PRESENTATION FORMATS

When formatting session proposals, consider one of the following ***presentation formats***:

60 - minute educational session: 5 minutes of introduction
40 to 45-minute presentation
10-15 minutes for interaction and Q & A, at minimum

90 - minute educational session: 5 minutes of introductions
70 to 75 minute presentation
5 minute closing
10-15 minutes for interaction and Q & A, at minimum

120-minute educational session: 5 minutes of introductions
100 – 105 minute presentation
10 – 15 minutes for interaction and Q & A, at minimum

Consider the appropriate style of presentation. Based on the size of the group and the time allowed, the method of learning could involve demonstrations, debate, consensus generation, issue identification, case presentations, interactive activities or lecture all followed by a question and answer period. **It is highly recommended that sessions involve a structured, interactive format for the CNM Symposium 2011.**

DESCRIPTION

The ***description*** is a 2 or 3-sentence focus statement explaining the rationale for the presentation to conference attendees. This statement may be used in promotional materials that describe the session and should be reflective of the previously stated objectives and actual content of the session.

CONTINUING PROFESSIONAL EDUCATION

- Level 1:** Assumes little or no prior knowledge of the area(s) covered. The focus of the activity is to increase knowledge and application by the participant.
- Level 2:** Assumes a general knowledge of the literature and professional practice within the area(s) covered. The focus is to enhance knowledge and application of the participant.
- Level 3:** Assumes thorough knowledge of the literature and professional practice within the area(s) covered. The focus is a synthesis of recent advances and future directions.

In cooperation with the Commission on Dietetic Registration, the CNM DPG is correlating its CNM Symposium programming to support the Professional Development Portfolio process by suggesting the following topic areas: *Professional Skills; Science of Food and Nutrition; Nutrition Assessment; Wellness and Public Health; Medical Nutrition Therapy; Education, Training and Counseling; Business and Management; Foodservice Systems and Culinary Arts; and Research and Grants.* A complete list of all learning need codes follows.

LEARNING NEED CODES

Using the listing below, please enter primary topic of the proposal's subject matter in the appropriate place on the **Educational Session Proposal Form**.

1000 PROFESSIONAL SKILLS

1010 Career planning, job search, goal setting
1020 Computer, electronic technology
1030 CPR
1040 Cultural sensitivity
1050 Ethics
1060 Foreign language, cultures
1070 Leadership, critical and strategic thinking
1080 Legislation, public policy
1090 Media skills
1100 Photography, video and graphic production
1110 Risk taking
1120 Time and stress management, life balance
1130 Verbal communication skills, presentations
1140 Written communication skills, publishing

2000 SCIENCE OF FOOD AND NUTRITION

2010 Botanicals, phytochemicals
2020 Composition of foods, nutrient analysis
2030 Food preservation, additives, irradiation
2040 Food science, genetically modified food
2050 Genetics
2060 Immunology
2070 Macronutrients: carbohydrate, fat, protein, fiber, water
2080 Microbiology, food toxicology
2090 Micronutrients: vitamins, minerals
2100 Nutritional biochemistry
2110 Physiology, exercise physiology

3000 NUTRITION ASSESSMENT

3005 Nutrition diagnosis
3010 Assessment methodology
3020 Assessment of target groups, populations
3030 Anthropometrics, body composition
3040 Food consumption, fluid balance
3050 Feeding, swallowing, dentition
3060 Laboratory tests
3070 Pharmacological, drug/nutrient, herbal interaction
3080 Physical: blood pressure, pulse, bowel sounds
3090 Screening parameters, methodology, and surveillance
3100 Supplemental nutrients, botanicals

4000 WELLNESS AND PUBLIC HEALTH

4010 Community intervention, monitoring, and evaluation
4020 Community program development
4030 Dietary guidelines, DRIs, Food Guide Pyramid, food labeling
4040 Disease prevention
4050 Epidemiology
4060 Exercise, fitness, and sports nutrition
4070 Food security and hunger
4080 Government-funded Food & Nutrition Programs
4090 Health behaviors: smoking cessation, stress management
4100 Social Marketing
4390 Care planning, documentation, and evaluation (*nutritional care*)
4400 Case management (*nutritional care*)
4410 Client protocols, clinical guidelines (*nutritional care*)
4420 Complimentary care, alternative therapies (*nutritional care*)
4430 End of life care (*nutritional care*)
4440 Enteral and parenteral nutrition support (*nutritional care*)
4450 Feeding equipment, tube placement, adaptive utensils
4460 Self-care management (*nutritional care*)

6000 EDUCATION, TRAINING, AND COUNSELING

6010 Behavior change theories, techniques
6020 Counseling, therapy, and facilitation skills
6030 Education theories and techniques for adults
6040 Education theories and techniques for children and adolescents
6050 Instructional materials development

4110 Vegetarianism
4120 Life Cycle (*stages of life cycle*)
4130 Pregnancy (*stages of life cycle*)
4140 Lactation (*stages of life cycle*)
4150 Infancy & Childhood (*stages of life cycle*)
4160 Adolescence (*stages of life cycle*)
4170 Men's health (*stages of life cycle*)
4180 Women's health (*stages of life cycle*)
4190 Elderly nutrition (*stages of life cycle*)

5000 MEDICAL NUTRITION THERAPY

5010 Acute (*care sites*)
5020 Ambulatory (*care sites*)
5030 Home care (*care sites*)
5040 Long-term, intermediate, assisted living (*care sites*)
5050 Rehabilitation (*care sites*)
5060 Neonates (*client population*)
5070 Pediatrics (*client population*)
5080 Adolescents (*client population*)
5090 Adults (*client population*)
5100 Elderly (*client population*)
5110 Allergies, sensitivities (*disease/disorder*)
5120 Autoimmune diseases, arthritis, lupus (*disease/disorder*)
5130 Bone diseases, osteoporosis (*disease/disorder*)
5140 Burns (*disease/disorder*)
5150 Cancer (*disease/disorder*)
5160 Cardiovascular disease (*disease/disorder*)
5170 Critical care, trauma (*disease/disorder*)
5180 Developmental disorders (*disease/disorder*)
5190 Diabetes mellitus (*disease/disorder*)
5200 Disordered eating (*disease/disorder*)
5210 Dysphagia (*disease/disorder*)
5220 Gastrointestinal disorders (*disease/disorder*)
5230 Hematological disorders, anemia (*disease/disorder*)
5240 Hepatic disorders (*disease/disorder*)
5250 HIV/AIDS (*disease/disorder*)
5260 Hypertension (*disease/disorder*)
5270 Infectious diseases (*disease/disorder*)
5280 Nutrient deficiencies, Failure to thrive (*disease/disorder*)
5290 Metabolic disorders, Inborn errors (*disease/disorder*)
5300 Neurological: stroke, Alzheimer's, dementia, Parkinson's, spinal cord injuries (*disease/disorder*)
5310 Pregnancy complication (*disease/disorder*)
5320 Psychiatric disorders, anxiety (*disease/disorder*)
5330 Pulmonary diseases (*disease/disorder*)
5340 Renal diseases (*disease/disorder*)
5350 Substance abuse, alcoholism (*disease/disorder*)
5360 Transplantation (*disease/disorder*)
5370 Weight management, obesity (*disease/disorder*)
5380 Wound care (*disease/disorder*)

6060 Learning needs assessment, learning plan development, and evaluation
6070 Interviewing and listening skills
6080 Training, coaching, and mentoring

7000 BUSINESS AND MANAGEMENT

7010 Business plan development
7020 Conflict management
7030 Contract management
7040 Consultation
7050 Customer focus
7060 Emergency and disaster management
7070 Entrepreneurship, private practice
7080 Financial management
7090 Human resources management, labor relations

7100 Institution/regulatory policies and procedures, CMS, OBRA,
JCAHO, NCQA, OSHA, USDA
7110 Legal issues, malpractice
7120 Marketing
7130 Managed care
7140 Materials management
7150 Negotiation
7160 Quality management
7170 Reimbursement, coverage
7180 Strategic planning
7190 Supervision, crisis management
7200 Team building
7210 Sales, merchandising

8000 FOOD SERVICE SYSTEMS AND CULINARY ARTS

8010 Child and Adult Care Food Program
8015 Cultural/ethnic food & culinary practice
8018 Environmental, agricultural, and technologic influences
on food systems
8020 Equipment management

8030 Facilities layout, planning
8040 Food safety, HACCP, and sanitation
8050 Food distribution and service
8060 Food presentation
8070 Food production, purchasing
8080 Food styling
8090 Menu planning, nutrient analysis
8100 Recipe and food development
8110 School foodservice
8120 Sales, merchandising
8130 Sensory perception and evaluation of foods and ingredients

9000 RESEARCH AND GRANTS

9010 Data analysis, statistics
9020 Evaluation and application of research
9030 Outcomes research, cost-benefit analysis
9040 Proposal development, grant applications
9050 Publication, communications of research outcomes
9060 Research development and design
9070 Research instruments and techniques

Questions or comments about the Learning Need Codes, as they directly apply to dietetics practitioners for the Professional Development Portfolio, should be directed to the Commission on Dietetic Registration (CDR) at 1-800-877-1600 x5500.