

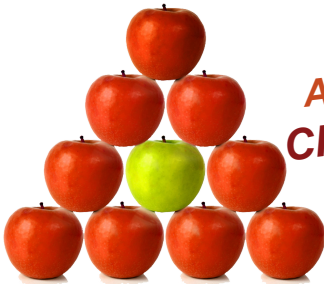
Reference Guide to ACEND® for Creating Your Career Portfolio

Incorporating the 2017 Standards for
CP, DI, DPD, FDE, IDE Programs
from the
Accreditation Council for Education in
Nutrition and Dietetics (ACEND®)
into

At-A-Glance Guide for Dietitians
Second Edition

and the

Career Portfolio Workbook for Dietitians
Second Edition



*ACEND® Standards for
CP, DI, DPD, FDE, IDE
Programs*

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2017 ACEND® Standards

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®) is constantly reviewing programs and standards in accredited dietetic programs in order to improve the skills and abilities of new registered dietitians. Every five years the council issues a revised set of knowledge and competency standards.

The revised 2017 standards for CP, DI, DPD, FDE, IDE programs are included in this reference to *Creating Your Career Portfolio At-A-Glance Guide for Dietitians, 2nd Ed.*, and the *Career Portfolio Workbook for Dietitians, 2nd Ed.* The 2017 ACEND® Standards in this reference replace Appendix A in both books. Appendix A and the examples in these books use the 2015 version of the 2012 ACEND® Standards for CP, DI, DPD, FDE, IDE programs.

Use this reference in place of Appendix A, and review the changes to the exercises and examples that appear in this guide on pages 10 -13.

Key Changes Impacting this Book

There are now only four focused Core Knowledge domain areas instead of five. The fifth area of KRD 5 - Support Knowledge, which included the basics of food systems, physical and biological science, and behavioral and social science courses was incorporated into Required Element 5.2 in the 2017 Standards.

Domain knowledge and competency statements now include Nutritionist as part of the acronym. KRD is now KRDN, CRD is now CRDN.

Knowledge and Competency statements have been reorganize and modified. New statements were added to some domains, causing a shifting in the numbering of statements. Other statements were changed for clarity. The 2017 competencies are on pages 4-9. The changes to KRD/CRD statements in examples and text in the books are on pages 10-13.

What were the major additions and changes to competencies in the 2017 Standards?

- Using critical thinking skills in all areas of practice (CRDN 1.6)
- Demonstrating professionalism (CRDN 2.10)
- Mentoring others (CRDN 2.15)
- Interprofessional practice (CRDN 2.4)
- Cultural sensitivity and competency (CRDN 2.11 and CRDN 3.5)
- The breakdowns of the Nutrition Care Process were removed (CRDN 3.1)

You are in charge of your own career, and it's up to you to find ways to demonstrate these new competencies as you self-manage your career.

We've provided a brief overview of these new requirements, and given some suggestions on how to incorporate these competencies into your career portfolio. These appear on pages 14-18 of this guide.

Core Competencies for the RD

From ACEND® Accreditation Standards for Dietitian Education Programs – ©2017 Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics.

Competency		Key Content
Domain 1 Scientific and Evidence Base of Practice: Integration of scientific information and research into practice		Being able to research and analyze situations using critical thinking
CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.	Measure program quality
CRDN 1.2	Apply evidence-based guidelines, systematic reviews and scientific literature.	Use guidelines in the dietetic practice
CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data	Justify programs, products, and services
CRDN 1.4	Evaluate emerging research for application in dietetics practice	Evaluate new research for its use in dietetics
CRDN 1.5	Conduct research projects using appropriate research methods, ethical procedures and statistical analysis	Conduct research
CRDN 1.6	Incorporate critical-thinking skills in overall practice.	Apply critical thinking skills

Competency		Key Content
Domain 2 Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional nutritionist dietitian level of practice.		Being a professional
CRDN 2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics	Comply with rules and regulations
CRDN 2.2	Demonstrate professional writing skills in preparing professional communications	Show writing skills
CRDN 2.3	Demonstrate active participation, teamwork and contributions in group settings	Be a team player
CRDN 2.4	Function as a member of interprofessional teams.	Network with other health professionals
CRDN 2.5	Assign duties to NDTRs and/or support personnel as appropriate	Delegate responsibilities
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice	Refer clients to other resources when needed
CRDN 2.7	Apply leadership principles achieve desired outcomes	Be a leader
CRDN 2.8	Demonstrate negotiation skills	Negotiation skills
CRDN 2.9	Participate in professional and community organizations	Join professional and community organizations
CRDN 2.10	Demonstrate professional attributes in all areas of practice	Be professional
CRDN 2.11	Show cultural competence/sensitivity in interactions with clients, colleagues and staff	Be sensitive to people's culture

Competency		Key Content
Domain 2- continued		Being a professional
CRDN 2.12	Perform self-assessment and develop goals for self-improvement throughout the program	Reassess status and goals for self-improvement
CRDN 2.13	Prepare a plan for professional development according to Commission on Dietetics guidelines	Create a CDR portfolio and keep up-to-date
CRDN 2.14	Demonstrate advocacy on local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession	Advocate on issues of public policy impacting dietetics
CRDN 2.15	Practice and/or role play mentoring and precepting others	Develop mentoring skills

Competency		Key Content
Domain 3 Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations		Doing Your Job
CRDN 3.1	Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings	Perform the Nutrition Care Process in a variety of settings
CRDN 3.2	Conduct nutrition focused physical exams	Physical exams
CRDN 3.3	Demonstrate effective communications skills for clinical and customer services in a variety of formats	Use good communication skills

Competency		Key Content
Domain 3 Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations		Doing Your Job
CRDN 3.4	Design, implement and evaluate presentations to a target audience	Create and present presentations
CRDN 3.5	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience	Create materials appropriate to the audience
CRDN 3.6	Use effective education and counseling skills to facilitate behavior change	Counseling skills
CRDN 3.7	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management	Deliver products, programs or services
CRDN 3.8	Deliver respectful, science-based answers to consumer questions concerning emerging trends	Answer client questions about new trends
CRDN 3.9	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.	Coordinate services
CRDN 3.10	Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals	Evaluate recipes, formulas, and menus

Competency		Key Content
Domain 4 Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations		Management Skills
CRDN 4.1	Participate in management of human resources	HR
CRDN 4.2	Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food	Safety, security, sanitation
CRDN 4.3	Conduct clinical and customer service quality management activities	Quality management
CRDN 4.4	Apply current nutrition informatics technology to develop, store, retrieve and disseminate information and data	Use technology
CRDN 4.5	Analyze quality, financial and productivity data for use in planning	Analyze data to create a plan
CRDN 4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment	Sustainability
CRDN 4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits	Conduct feasibility studies
CRDN 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies	Plan products, programs, and services

Competency		Key Content
Domain 4 Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations		Management Skills
CRDN 4.9	Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.	Insurance billing
CRDN 4.10	Analyze risk in nutrition and dietetics practice	Analyze risk

Changes to the Text of Creating Your Career Portfolio At-A-Glance Guide for Dietitians, 2ed. Based on 2017 ACEND® Standards

Section	Page	Key Content
Step1: Know Your Skills & Plan Your Career	16	There are now only 4 KRDN knowledge areas, or domains in the ACEND® Standards. KRDN 5: Support Knowledge Standards were incorporated into Required Element 5.2 in the 2017 Standards.
	16	the new updated competencies for the ACEND® standards in found on pages 4-9 of this Addendum.
	18	<p>In the ACEND® Knowledge Areas, Competencies, and Work Samples example the sample should read:</p> <p>KRDN 3.2- Develop an educational session or program/educational strategy for a target population.</p> <p>CRDN 3.4- Design, implement and evaluate presentations to a target audience.</p> <p>Work sample- A video of a presentation given on healthy weight loss options.</p> <p>Keep in mind that this one work sample could be demonstrating a variety of competencies from various KRDN areas. This presentation could show skills from CRDN 1.4, evaluate emerging research, 1.6 - critical thinking skills, 2.11- understand cultural competence and sensitivity, 3.3- demonstrate effective communication skills, 3.4 - design and implement a presentation, 3.5 develop educational materials appropriate for the audience, 3.7 - develop and deliver products, programs or services promoting wellness.</p>

Section	Page	Key Content
Step 2: Work samples	67	<p>Sample overview card - had KR2.1 and KR2.1.1 - Now show:</p> <p>CRDN: 1.4 - Research, CRDN: 2.9- Participant in professional organizations, CRDN: 3.4 - Presentation to target audience, 3.5 - Materials appropriate to target audience.</p>
Step 4: Assembly	102	<p>This is an updated graphic of the sample summary sheet for KR2: Professional Practice Expectations and work samples.</p> <div data-bbox="400 553 951 1300" style="border: 2px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">KRDN 2: Professional Practice Expectations</p> <hr style="width: 50%; margin: auto;"/> <p>CRD 2.2 Demonstrate professional writing skills in preparing professional communications</p> <ul style="list-style-type: none"> - Power-Foods.com Blog – Series of three blogs on gluten allergies – Article on new advances in diabetic nutrition <p>CRD 2.3 Demonstrate active participation, teamwork and contributions in group settings.</p> <ul style="list-style-type: none"> - Slide deck from presentation on Healthy Studying for Finals Week – Student Union, May 2014 - Picture of presentation "Healthy Eating on a Budget" - Women 2 Women, January 2014. - Letter of recommendation from Jean Parsons, RD, Memorial Hospital – Renal Rotation, Sept. 2015 <p>CRD 2.4 Function as a member of interprofessional teams.</p> <ul style="list-style-type: none"> - Food Demo – Group Project, Murray State University, 2014 - Student Liaison, Kentucky Academy of Nutrition and Dietetics, 2013-Present. <p>CRD 2.7 Apply leadership skills to achieve desired outcomes</p> <ul style="list-style-type: none"> - Letter of Support – Dr. James Mason, Medical Associates Inc., <p>CRD 2.9 Participate in professional and community organizations</p> <ul style="list-style-type: none"> - Membership Card - Vice President, College Honor Society - Member of LinkedIn™ groups – Student Dietetic & Food Science Association – Nutrition, Wellness and Fitness – Nutrition Informatics </div>
Resource Guide 12: Core Competencies	183-188	Replace with 2017 competencies in the Addendum

Changes to the Text of *Career Portfolio Workbook for Dietitians, 2ed.* Based on 2017 ACEND® Standards

Section	Page	Key Content
Exercise 1— Your Career Portfolio Planner	6	“Skills I Have: example CRD Column changes to CRDN 3.1.d change to 3.1, 1.6, 1.2
Exercise 1— Your Career Portfolio Planner	10	Skills I Need: example CRDN Std. 2.3 - add 3.3, 2.10, 2.11, 1.6”
Exercise 3—Dietetic Competency Mapping	19	2. “Review the new set of Core Competencies in the Addendum...”
Exercise 3—Dietetic Competency Mapping	20	Example in Competencies column would now include: 1.1, 1.2, 1.3, 1.5, 1.6, 2.3, 3.1, 3.4, 3.10, 4.4”
Exercise 9— Gathering, Sorting, and Refining Work Samples	68	Work sample overview card would show: CDRN 1.6, 2.2, 3.3, 3.4, 3.5

Section	Page	Key Content
10B– Gathering Work Samples From Your Internship	72	<p>Examples of Samples</p> <p>1. Case Study No. 1 – Diabetic case study CRDN 1.5, 1.6, 2.2, 3.1</p> <p>2. Case Study No. 2 – Lung cancer patient CRDN 1.5, 1.6, 2.2, 3.1</p> <p>3. Photo of myself at desk doing intake with patient (have photo permission) CRDN 2.10, 2.11, 3.1, 3.3, 3.6</p> <p>4. Clinical rotation evaluation from supervisor CDRN 3.1-3.8</p> <p>5. Food inventory/purchasing forms CRDN 3.1, 3.9, CRD 4.4</p>
Appendix A	93- 96	Replace with 2017 competencies in the Addendum

Adding the New Competencies to Your Career Portfolio

Let's take a look at how you can incorporate the new competices standards into your career portfolio.

CRDN 1.6 - Critical Thinking

What is critical thinking?

Critical thinking is the ability to look at data, facts, observations, and research findings, and then evaluate options and make decisions for action. You look at all the facts in a logical, organized way. You don't rely on assumptions, but set aside your biases, talk to other people, and research options in order to make good decisions.

Here are a few examples where you use critical thinking skills:

- Choosing the order in which patients should be treated
- Determining which educational material would be best for a particular patient
- Determining treatment plans based on a physical examination
- Reviewing a menu plan for a patient with specific religious beliefs
- Developing a group presentation for a class
- Creating an education program on healthy eating for college freshman
- A copy of the nutrition plan developed for a client
- The log of food temperatures taken on the serving line in a kitchen with the corrected action taken.

Why is critical thinking important?

Critical thinking is highly valued by employers. People who can look at all the information around them and make good, timely decisions provides better service to patients and customers. They are actively engaged in their job and this extra effort shows in their performance.

These are specific skills used with critical thinking:

- Analysis
- Clarify
- Evaluate
- Explain
- Draw conclusions
- Interpret
- Judge
- Be objective
- Problem solving
- Reasoning out a question

As you read Step 1 in the book, you'll realize that all of these critical thinking skills are **transferable skills**, or skills you can use in many different areas of your life. You use these skills on the job and in class, and you use them at home and in extracurricular activities. You use them when you are a volunteer on a community service project or you give a presentation to a local school group.

How do I demonstrate critical thinking in work samples?

Think about situations where you used the skills listed above and look for examples of documents, photos, presentations and reports you've created where you are:

- Working with groups
- Interacting with patients
- Developing education materials
- Developing reports
- Evaluating budgets
- Designing menus
- Doing case writeups- identifying a problem and creating the plan with the solution

CRDN 2.10 - Demonstrating Professionalism

Employers Want to Hire Professionals

Employers are looking for people who have the skills they need to do the job, but they expect you to bring a lot more skills than the technical skills of a dietitian. You're expected to be able to:

- Solve problems
- Organize your time
- Teach someone else a process
- Communicate with others inside and outside the company
- Work as a team
- Bring a good work ethic, and an attitude that says you want to be there and do this job.

How do I demonstrate professionalism in work samples?

Work samples that demonstrate professionalism might include:

- Presentation slides or brief video segment of a talk
- Reports and case studies showing your ability to analyze a situation
- Pictures of you volunteering at a professional conference
- An article written for the hospital newsletter
- A team project that shows your ability to work with others to solve a problem.

Start cultivating a professional attitude while you are in school.

Instead of asking the question "why do I have to take this class?" Ask yourself "What skills am I gaining that I can use in my career?"

CRDN 2.15 - Mentoring Others

One of the ways you can prove you have the skills to do a job is to teach someone else how to do it. Being able to train, teach, and advise others is a skill that engaged workers bring to the job. As a mentor you share your expertise, and practice critical leadership skills. Being able to successfully

communicate with others, being sensitive to their culture, and being a good listener are all part of being able to mentor others.

How do I demonstrate mentoring skills in work samples?

Work samples that show mentoring skills include:

- Pictures of you tutoring a student in organic chemistry
- Tutoring evaluation sheets
- Letter of recommendation mentioning how you tutored students in math
- Copy of the weekly column on healthy eating in the student paper
- Picture of yourself leading campus tours for new students
- Progress report of a client you meet with weekly

CRDN 2.4 - Interprofessional Practice

Interprofessional practice means being to work cooperatively with people from different departments and agencies. People come to a situation with their own focus and agendas. Being able to work together for the good of the patient or to solve a situation takes tact, negotiation, and good communication skills. A wide variety of issues may be involved in solving a problem including budgets, issues, outcomes, allocation of resources and priorities. Being able to support your position and work with others is a critical skill to a cooperative work environment. Use work samples that show how you contributed your unique dietetic knowledge to a larger cause, or you worked with people with other backgrounds to solve a problem or form a plan.

How do I demonstrate interprofessional practice in work samples?

Work samples that demonstrate interprofessional practice might include:

- Membership on a university wide committee
- Flyer from your sorority's charity fund drive
- Picture of the panel presentation you were a part of at a conference
- Slides from a presentation given to a group of nurses on dietary supplements
- Internship rotation evaluation from the wellness clinic

CRDN 2.11 and 3.5 - Cultural Sensitivity & Competency

Cultural sensitivity includes having an understanding of a client's circumstances, a basic awareness of the language, behaviors, and thoughts of different ethnic, religious, racial, and social groups. Managing your own prejudices, using language that's appropriate, communicating with respect, not assuming people share your values and experiences, and asking open questions about another's culture are ways to show this competency. Cultural sensitivity is important when dealing with clients, patients, peers, and staff.

How do I demonstrate cultural sensitivity & competency in work samples?

Work samples that demonstrate cultural sensitivity and competency include:

- Report on meeting the nutritional needs of vegans in a hospital setting
- Sample of a presentation on low-cost healthy food choices for low-income families
- Picture of your work at a local homeless shelter
- The brochure you created on diabetes that show the ethnicity of your target population
- Picture of yourself translating between a patient and a doctor about food preferences to demonstrate your ability speak another language.
- Sample intake document that shows ethnic preferences and health practices are being captured.



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Career Focused

Creating Your Career Portfolio At-A-Glance for Dietitians

As a Dietitian, you are in high demand. In order to be rewarded and grow your career, you must be able to demonstrate to the non-dietitians who evaluate you how you meet and exceed the professional standards and job competencies. Documentation and making order out of chaos is essential in the fast-paced, measured, health care environment

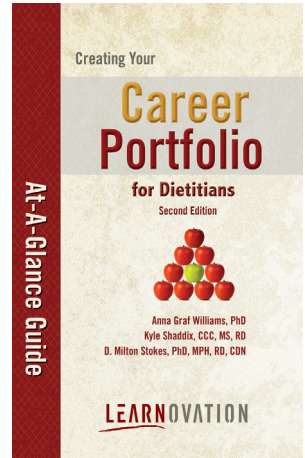
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Building professional work samples in the key areas of:

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- Creating your social profile to professional standards for LinkedIn.™
- Integrating technology with ePortfolios and protecting your professional identity.

Creating Your Career Portfolio - At a Glance Guide for Dietitians- 2nd ed. ISBN # 978-0-9969528-0-4
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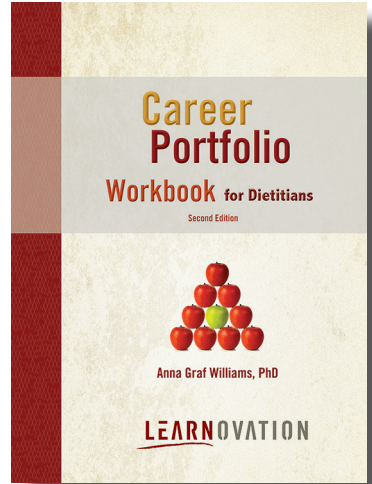
Identify your skills and abilities for **Career Success!** The companion workbook to the Career Portfolio At-A-Glance Guide for Dietitians is designed to help you identify your existing skills, determine the skills needed for a dietetic career, and map out your plan to get the skills you need.

Career Portfolio Workbook for Dietitians, 2nd Ed.
ISBN: 978-0-9969528-5-9, Copyright: 2015.
Publisher: Learnovation, LLC

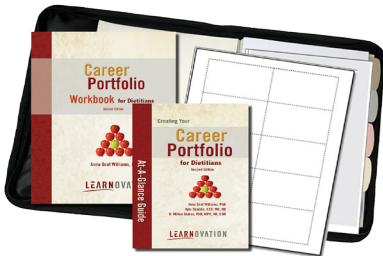
Designed for college-bound students looking to focus their skills as they prepare for college.

Contains exercises for skill awareness, career exploration, course competency mapping to ACEND standards, and writing learning/performance objectives for a dietetic internship. It also contains checklists and guidelines for creating a résumé and assembling a personalized career portfolio. and using a career portfolio to document performance on a job and internship.

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