



Call for Nominations for the Office of:

### **Chair of Professional Practice Committee (PPC)**

The Chair of the PPC must be a member of an EFAD Member Association (Full, Affiliate or Education Associate), but does not need to be a delegate. The chair should be nominated for the skill and expertise he or she would bring to chairing the PPC. The term of office for Chair of PPC is 4 years, (2021- 2025). The Chair will also become a member of the EFAD Executive Committee.

The PPC is currently addressing issues including:

- Communication on use and adoption of standardized language
- Sharing of knowledge of SL; identify collaboration opportunities
- Raised awareness among stakeholders for cost effectiveness of dietitians work
- DASHBOARD Report

Members are invited to submit their nominations, together with a brief outline of the expertise their nominee could bring to the PPC and Executive Committee, on the form on page 2. Members should only nominate candidates who have:

- A qualification in nutrition and dietetics.
- Experience & competence in the field of higher education.
- Willingness to actively contribute to the work of the Professional Practice Committee.
- Willingness to actively contribute to the work of EFAD through the Executive Committee.
- Experience in managing/chairing meetings

Responsibilities and Duties of EFAD Committee Chairpersons are given in Appendix 1.

Responsibilities and Duties of EFAD Executive Committee Members are given in Appendix 2

The Vision and Mission of ELLLC can be viewed in Appendix 3.

Terms of Reference for EFAD committee members are given in the EFAD Guidelines for committees, networks, experts and representatives

<http://www.efad.org/media/1848/efad-governance-document-november-2019.pdf>



### Nomination for Chair of Professional Practice Committee

Candidate's name: \_\_\_\_\_

#### Details of Nominating Association

Name of nominating Association \_\_\_\_\_

Signature \_\_\_\_\_

Name of person signing \_\_\_\_\_

Position in Association \_\_\_\_\_

#### Nominated candidates must have:

1. A qualification in nutrition and dietetics.
2. Experience & competence in the field of higher education.
3. Experience in managing/chairing meetings
4. Willingness to actively contribute to the work of the PPC.
5. Willingness to actively contribute to the work of EFAD through the Executive Committee.

#### Nominations must be accompanied by:

- Curriculum Vitae – confirming points 1-3 above
- Letter of motivation, including a brief outline of the expertise the nominee could bring to the PPC and Executive Committee – confirming points 4 & 5 above
- Letter of recommendation from an EFAD Member National Dietetic Association or Higher Education Institute
- Names of two referees

Candidates and nominations that do not meet the criteria above will not be considered for election

**Nominations to reach the Executive Director ([secretariat@efad.org](mailto:secretariat@efad.org)) by 23 June 2021.**

## APPENDIX 1

### Responsibilities and Duties of EFAD Committee Chairpersons

#### Organisational aspects

- The Chairperson will obtain prior approval and acceptance by the EC of all activities, including any financial commitments.
- The Chairperson will ensure that any sponsorship agreements follow the EFAD sponsorship guidelines and are approved by the EC
- The Chairperson will ensure that the Committee meets regularly (both virtually and face to face) and that written minutes of all meetings are submitted to the EC.

The Chairperson will be a full member of the executive committee. The EC normally meets twice a year for 2 days and holds short (1.5 hour) virtual meetings in each month that does not have a face-to-face meeting. Further information about what this entails is available in “Responsibilities and Duties of EFAD Executive Committee Members” in the EFAD Guidelines for committees, networks, experts and representatives  
<http://www.efad.org/media/1848/efad-governance-document-november-2019.pdf>

#### Documentation & Correspondence

- The Chairperson will ensure that all documentation and/or communications, which could be regarded as EFAD communications, have the prior approval of the EC before distribution.
- Unless otherwise approved, the chairperson will forward all correspondence to the EFAD secretariat for mailing and distribution
- The Chairperson will ensure that written documentation of planned deliverables and due dates is submitted to the EC before 1 February each year
- The Chairperson will submit a short report of the committee’s activities each June, for inclusion in the draft Annual Report and on the EFAD web site
- The Chairperson will make presentations about the committee’s activities to the EC and GM

#### Financial Aspects

- Each committee is allocated an annual budget, agreed by the General Meeting. The chairperson is responsible for managing this budget and meeting all committee expenses from it.
- EFAD will refund the expenses of the chairperson in accordance with the “EFAD rules for reimbursement” for attending Executive Committee meetings.
- All EFAD officers/representatives are expected to travel by the least expensive method reasonably possible and to keep their subsistence claims below the maximum allowed by European guidelines.

The Chairperson of an EFAD Committee must be a member of an EFAD National Dietetic Association member, or a member of an association working in an EFAD Education Associate Member, but does not need to be a delegate. A chair should be nominated for the skill and expertise he or she would bring to chairing the respective Committee.

While the position is an honorary one EFAD will pay the travel and subsistence expenses incurred by the chair in attending Committee meetings.

**Appendix 2.**  
**Responsibilities and Duties of EFAD Executive Committee Members<sup>1</sup>**

Executive Committee members will be expected to attend monthly virtual EC meetings, face-to-face EC meetings, the General Meeting and Conference each year. EC members will also be expected to read papers and background documents (1-2 hours a week rising to 3-4 hours leading up to the GM).

In addition to the duties and obligations of Standing Committee Members, Executive Committee members and any co-opted Executive Committee members are to:

1. Contribute to the agenda, identify and propose areas of work and direction of EFAD, guided by the Strategic Plans, Work Plans and the General Meeting.
2. Carry responsibilities for special areas eg a Standing Committee and report back on activities
3. Respond quickly to enquiries from the Honorary President, the Executive Director and other executive committee members.

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<sup>1</sup> See also EFAD Organisational Procedures [http://www.efad.org/media/1847/organisational-procedures\\_2019.pdf](http://www.efad.org/media/1847/organisational-procedures_2019.pdf)

**Appendix 3  
Mission, Vision and Priority Statements for the EFAD Professional Practice  
Committee (2018)**

**Tasks and priorities of Professional Practice Committee**

**The PPC Mission is to;**

Support EFAD National Dietetic Associations to enhance the professional practice of its members thereby safeguarding safety and welfare of dietetic service users and building societal trust in the dietetic profession.

We want to achieve this by

- working together to define best practices to maintain the integrity of the profession
- promoting and facilitating the use of the nutritional/dietetic care processes and standardized languages
- sharing norms on professional quality (competence)
- monitoring performance levels within Europe of professional practice and supporting improvement
- prioritizing areas for development of the profession as a whole to ensure accountability and safe dietetic practice.

**Core values**

In supporting the values of EFAD (to be democratic, transparent and inclusive, independent and ethical, discerning and open to new ideas and approaches, credible, objective, and honest, an effective communicator, supportive of opportunity, innovation, creativity and entrepreneurship, respectful of the values that members hold and their capabilities, a partner with clients, colleagues and others, and active in pursuing excellence), the PPC core values to advance the profession are:

1. Primacy of patients/clients safety and welfare
2. Responsibility & accountability of profession(al)
3. Quality of services:
  - Ethical quality: honesty and trust, patient/client autonomy
  - Scientific and technical quality: 'state of the art' knowledge and methodology, competence
  - Social quality: respectful relationships, respecting cultural differences
  - Legal: pursuing social justice and in accordance with prevailing directives
  - Economic: efficient use of resources

**Tasks**

- To support the Executive Committee in developing policies related to professional practice by performing monitoring activities such as surveys on professional practices Europe wide
- To support EFAD members in facilitating communication on issues related to intrinsic strategies for professional development by signalling new initiatives, providing tools, and best practice descriptions.
- To liaise with other Committees of EFAD to ensure a seamless and transparent approach to effective use of resources and implementation of initiatives.

**Priorities**

1. Prepare and maintain a strategy document on how the PPC will support NDA's to develop professional practice (this document).
2. Investigate observed opportunities and barriers related to use of Standardized Language by all member associations:
  - a. Establish a task force on standardized language (SL) to
    - inform members on current European initiatives and experiences related to SL and
    - guarantee European input to ongoing revisions of major SLs such as the Nutrition Care Process Terminology (NCPT) ([www.ncpro.org](http://www.ncpro.org)); formerly known as the International Dietetics and Nutrition Terminology; IDNT) and ICF-Dietetics (<https://www.nvdietist.nl/>), and initiatives that pertain to international and interdisciplinary applications of dietetic SL such as mapping of SL into larger electronic language structures (for example SNOMED-CT ((Systematized Nomenclature of Medicine - Clinical Terms))
    - support discussion with member associations on pros and cons of adopting SL
    - design and implement a strategy to address barriers for implementation of standardised professional terminology for dietetic practices in Europe
    - evaluate the current application of SL in countries by professionals and HEI's;
3. Prepare a paper for Executive Committee to facilitate a shared understanding and open discussion on the needs, views and practices of member associations as professional regulatory bodies in order to identify the problems and priorities related to:
  - national legislation and regulatory mechanisms and requirements (professional closure, licensure, registration and accreditation)
  - practices and visions related to specialisation, differentiation, educational levels in relation to dietetic practices and new working fields for dietitians
  - availability of professional standards, adherence practices and procedures to monitor and enforce adherence
  - strategies for extrinsic professional development (directed towards maintenance or advancement of social position and political affairs)
  - Strategies for intrinsic professional development (directed towards development of the professional knowledgebase, professional standards, codes and guidelines, facilities of lifelong learning etc.);
4. Be involved at a policy level writing a policy paper about the Professional Card of Dietitians to be disseminate to EFAD stakeholders, analyzing data, establish recommendations, setting out the role and responsibilities of professionals, access feasibility and implication of recommendations.
5. Monitor pertinent European directives and developments of other professions (in collaboration with other committees of EFAD);
6. Analyse cost benefit/efficiency of Dietitians interventions and support an increased emphasis towards prevention approaches vs treatment.

Link to the full paper: [http://www.efad.org/media/1632/ppc\\_mission-and-vision-paper\\_revised2018.pdf](http://www.efad.org/media/1632/ppc_mission-and-vision-paper_revised2018.pdf)