

Advanced Enteral Nutrition Program

Sponsored by

Nestlé Nutrition Institute

Frequently Asked Questions

How will this program be delivered?

This program will be presented over the phone via five conference calls led by either Dr. Robert Martindale or Dr. Stephen McClave. A toll free number will be provided to selected participants.

What is the agenda for each call?

- Review answers to test questions
- PPT presentation addressing weekly goals
- Application of knowledge
 - Present a case study
 - Present a published article
- Q and A session

When will the next conference call begin?

Please look for “Course Dates and Deadlines” to identify future dates. The calls typically take place on the same day of each week; for example, every Wednesday.

How will the conference calls take place?

One week prior to the first call, a toll free number will be provided to all participants via email including a participant code which will be required to enter the call. All conference calls will be operator assisted and recorded for quality assurance purposes.

Do I have to attend all 5 conference calls?

Participation in all five conference calls is expected.

What happens if I miss a call?

There are no make-up conference calls planned. You will receive CE for only the conference calls you attend. It is expected that every participant will be on all five calls.

Are CPEUs offered?

Yes, two CPEUs are available following participation for each two hour call. Based on five calls over the course of the program, up to 10 CPEUs are eligible.

How is participation in the program tracked?

At the beginning of each conference call there will be an operator on the line who will take roll call.

Where are the application forms?

The two required documents are posted on the Nestlé Nutrition Institute website located at www.nestlenutrition-institute.org The Adult Advanced Enteral Nutrition Program page can be accessed by clicking on “Education & Resources,” then under “Nutrition Courses” select “NNI Advanced RD course.”

What is required to apply for the program?

- 1) Completed application form
- 2) Completed letter of interest form that describes why the candidate is interested in participating in the program as well as how the program will be shared with members of the healthcare team.
- 3) Meet 100% of the eligibility criteria

What is the eligibility criteria for this program?

The Nestlé Nutrition Institute Advanced Enteral Nutrition Program is designed to foster advanced knowledge and experience for enteral nutrition as primary therapy focusing on the healthcare professional’s needs in the acute care setting. The content of this program is most applicable to dietitians working in an acute care environment. The following criteria have been established in order to apply for this program:

- 1) Must be a Registered Dietitian
- 2) Must be practicing in an acute-care setting
- 3) Must provide a working email address
- 4) Must have a minimum of three years experience as a RD
- 5) Must work with tube fed patients daily
- 6) Must spend at least 75% of your time each day with acutely ill patients
- 7) Must obtain manager or supervisor approval to apply for this program

If the above criteria is not met the application will not be evaluated for participation in this program.

Can I submit the required forms online?

At this time there are two ways to submit application forms:

- 1) Via fax – 866-546-3005 Attn: Advanced Enteral Nutrition Program
- 2) Mail the two forms to:

Nestlé HealthCare Nutrition
Attn: Advanced Enteral Nutrition Program
2150 E. Lake Cook Rd.
Riverwalk I, Ste. 800
Buffalo Grove, IL 60089

Why do you request a manager or supervisor signature on the application?

The five conference calls will take place during typical work hours; therefore, it is required to inform your manager/supervisor of the expectations for participating in this course.

What do I need to address in the Letter of Interest?

Please describe why and what it is about the course that interests you. Provide a description of how you intend to share the program information with members of your healthcare team (MDs, RNs, RPh etc.) and how you will use the program experience to advance your knowledge and leadership skills in the area of enteral nutrition to improve or enhance your current practice.

Do I need to submit a CV?

CVs are not requested. Please do not send a CV.

How are applicants selected for this program?

Applications will be initially reviewed by Nestlé HealthCare Nutrition personnel for completeness and confirmation that eligibility criteria have been met. Incomplete applications or applications that do not meet the eligibility criteria will not be submitted for further evaluation by the program instructors. All applicants are responsible for submitting a complete application that meets the identified criteria.

Completed applications that meet the identified criteria will be forwarded to the program instructors for evaluation. The instructors will rank the applicants and provide the ranking list to Nestlé HealthCare Nutrition personnel. The selected dietitians will be notified via email and have one week to accept the invitation to participate in the program. If a selected dietitian does not accept the invitation within one week, the following candidate on the ranking list will be invited. Ranking is based on the following: number of years of clinical experience, advanced degrees, amount of time spent daily with acutely ill patients and evaluation of the content provided on the letter of interest form. Please note, only one applicant will be ranked per facility for each course offering in order to maximize the availability of this unique program to multiple locations.

How many participants are selected for the five week course?

Typically, ten participants are selected for the course.

Why are you offering the course to a limited number of participants?

Limiting the number of participants helps to facilitate a high level of involvement and interaction so every dietitian has the opportunity to apply and share key learnings with other dietitians who are practicing at different facilities.

If I am not selected for the first program offering, will I be considered for future program offerings?

Yes, if you are not selected for the first program offering and you meet all of the program criteria you may re-submit your application forms by the next program offering application deadline for review. Please refer to the website for future application deadline dates.

When will future program offerings be available?

Please check the website for future course dates and application deadlines.

When and how will I be notified if I am selected to participate in a course?

If you are selected to participate, you will receive an email confirmation letter no later than three weeks prior to the start date of the course.

What materials will I receive as a participant in this program and when?

All participants will receive a binder approximately two weeks prior to the start of the first conference call containing the following:

A complete course curriculum

PPT slides for each week (1-5)

Required reading published articles

Independent study references

Case study template

Topic-related handouts

Nestlé Nutrition Institute sponsored video-based education programs (DVDs)

Will this course address Nestlé products?

This continuing education program is strictly evidence-based. There will be no mention of Nestlé products. If questions arise about product they can be addressed after the program call has been completed.

As a selected participant, what are the expectations for this program?

By submitting an application for participation in the Nestlé Nutrition Institute Advanced Enteral Nutrition Program, you agree to the following expectations:

1. The participants are required to attend and interact on each of the five conference calls. The amount of time for the five calls is 10 hours over a five week time frame (one call per week). The conference calls will last typically two hours. The conference calls will be held during work hours. The call in time will be as follows:

Week 1 through Week 5

3:00 - 5:00 pm ET

2:00 - 4:00 pm CT

1:00 - 3:00 pm MT

12:00 - 2:00 pm PT

2. Participants will complete all pre-work assignments including required reading and view video-based programs. It is estimated that this will require an additional 2 hours per week. There will be a required reading assignment prior to the first call.
3. Participants will be assigned a date to present a case study and a separate date to present an article review during weeks 2 through 5. Estimated prep time is 1 hour.
4. Participants will answer five test questions following each call for weeks 1 through 5 and fax the responses for review. Estimated time is 15 minutes. There will be time available at the beginning of each call for weeks 2 through 5 to address any of the test questions from the previous week.