ACCREDITATION APPLICATION FOR COUNCIL ON RENAL NUTRITION ACTIVITIES

The following provides a step-by-step overview of how to submit your Local Chapter’s activity for accreditation through the NKF National Headquarters office, and the forms that need to be submitted. All application packets must be received a minimum of 60 days prior to the event.

Process overview:

1. The CRN Activity Chair submits the Accreditation Application for Council on Renal Nutrition Activities packet
   - Submissions must be received a minimum of 60 days prior to the event, and include all completed documents listed below
   - Please email submissions to Anna Okoniewski, CME/CE Activities Manager, at anna.okoniewski@kidney.org
2. An NKF CE representative will reach out to the Faculty and Planning Committee members for all necessary disclosure documentation
   - Includes Disclosure & Biographical Forms, CVs/Resumes, and Faculty/Presenter Participation Agreement Forms
3. NKF CE Staff will review the contents of the application packet and request any necessary edits
4. Once the application is finalized, NKF CE Staff will facilitate the CE review of the activity and notify the CRN Activity Chair upon approval
5. Prior to the activity taking place, NKF will provide the CRN Activity Chair with the following documents:
   - Sign-In Sheets
   - Evaluation Instructions (to be distributed to all participants on site)
   - Front Matter Disclosure Handout (to be distributed to all participants on site)
   - CRN Post-Activity Summary Checklist
6. At the activity, the CRN Activity Chair and Planning Committee will:
   - Ensure that all participants sign in
   - Distribute the Evaluation Insert and Front Matter Disclosure Handout to all participants
7. After the activity is complete, the CRN Activity Chair will submit the following items to NKF CE Staff
   - Completed CRN Post-Activity Summary Checklist
   - Completed sign-in sheets
   - Completed packets of materials that were distributed on site (2 packets)
8. Within 6 weeks of your activity, NKF CE Staff will provide the CRN Activity Chair with an evaluation summary
Required documents:

1. **Commission on Dietetic Registration (CDR) Approved Provider CE Prior Approval Form**
   - Includes activity title, date, location, target audience, number of CPEUs requested, and sponsorship and exhibit information

2. **List of Faculty and Planning Committee members**
   - Includes the names, credentials, and email addresses of all members of the Faculty and Planning Committee

3. **Educational Planning Table**
   - Includes learning objectives, outline of content, faculty, session time-frame, and teaching methods

4. **Promotional Brochure**
   - Must include the NKF CRN logo, session agenda (with time of each session, time spent for registration, introduction, welcomes, coffee/mal breaks, and discussions), and the statement “Earn up to XX CPEUs”
   - Must include the CDR logo and NKF pending accreditation statement
   - Should be included as a separate document/attachment alongside your application packet
   - Cannot be distributed until NKF CE Staff has approved
COMMISSION ON DIETETIC REGISTRATION (CDR) APPROVED PROVIDER CE PRIOR APPROVAL FORM

Form Submission Date: November 6, 2015
CRN Activity Chair Name: Jane Smith, RD
Daytime Phone Number: 555-555-5555 Email Address: jane.smith@email.com Fax Number: 555-555-5555

Activity Title: CRN of Anywhere Winter Conference 2016
Activity Date: January 16, 2016
Activity Location (Venue/City/State): Venue Name / City, State
Total # of CPEUs Requested: 3.0
60 minutes = 1 CPEU; Activities must be at least 1 full hour; fractions of an hour are rounded down to the nearest half hour

Breakdown of CPEUs requested:
☒ Major Sessions: 2 ☐ Posters: ☒ Exhibits: 1

CPUE Level: II
Level I: Little or no knowledge of the area(s) covered. The focus is to increase core knowledge.
Level II: General knowledge of literature and professional practice in area(s) covered. The focus is to enhance knowledge and application.
Level III: Thorough knowledge of literature and professional practice within area(s) covered. The focus is on synthesis of recent advances and future directions.

Target Audience: ☒ RDs ☒ RDNs ☒ NDTRs ☒ DTRs ☐ Other (please specify): 1T
Estimated number of RDs/RDNs/NDTRs/DTRs in attendance: 30

Have you or do you intend to seek commercial support or funding for this activity? ☒ Yes ☐ No
If “yes,” please select all that apply and indicate the name(s) of supporters:
☐ Educational Grants:
☒ General Sponsorship: Pharma X, Pharma Y, Hospital X, Organization X

Will there be exhibits at this activity? ☒ Yes ☐ No
If “yes,” please indicate the name(s) of exhibitors: Pharma X, Pharma Y, Hospital X, Organization X, Organization Y, Organization Z

FOR CONTINUING EDUCATION COMMITTEE USE ONLY

Date Approved: 
NKF Approval Code: 
CDR Activity Code: 
Number of Maximum Allowable CPEUs: (For Live Activities: Major Sessions: Exhibits: Poster Sessions:)
Comments: 
Approved By: Signature:

Revised 5/2016
# LIST OF FACULTY AND PLANNING COMMITTEE MEMBERS

**Activity Title:** CRN of Anywhere Winter Conference 2016  
**Activity Date:** January 16, 2016

## I. Planning Committee

<table>
<thead>
<tr>
<th>Name and Credentials</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Smith, RD</td>
<td><a href="mailto:jane.smith@email.com">jane.smith@email.com</a></td>
</tr>
<tr>
<td>John Roberts, RD, LD</td>
<td><a href="mailto:john.roberts@email.com">john.roberts@email.com</a></td>
</tr>
<tr>
<td>Jackson Brown, RD, CDR</td>
<td><a href="mailto:jackson.johnson@email.com">jackson.johnson@email.com</a></td>
</tr>
</tbody>
</table>

## II. Faculty

Faculty must have documented qualifications that demonstrate their education and/or experience in the content area they are presenting. Expertise in a subject matter can be evaluated based on education, professional achievement and credentials, work experience, honors, awards, professional publications, etc.

Please note that faculty of sessions that are pre-approved by AND-CDR should not be listed here.

<table>
<thead>
<tr>
<th>Name and Credentials</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Davis, MD</td>
<td><a href="mailto:james.davis@email.com">james.davis@email.com</a></td>
</tr>
<tr>
<td>Jessica Anderson, RD, LD</td>
<td><a href="mailto:jessica.anderson@email.com">jessica.anderson@email.com</a></td>
</tr>
</tbody>
</table>
**Activity Title:** CRN of Anywhere Winter Conference 2016  
**Activity Date:** January 16, 2016  
**Purpose Statement:** A conference to enhance the clinicians’ ability to make appropriate nutritional recommendations for his/her patients with chronic kidney disease (CKD) through the examination of the topics of amino acid solutions in peritoneal dialysis, hyperphosphatemia, and ESRD. This conference is intended for clinicians who nutritionally assess patients diagnosed with CKD.

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### I. Educational Planning Table

Please note that sessions that are pre-approved by AND-CDR should not be listed.

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Content (Outline of Topics)</th>
<th>Timeframe</th>
<th>Faculty</th>
<th>Teaching Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify what the learner will know or be able to do following participation in the CE activity</td>
<td>Provide an outline of the topics that will be covered that correspond with each learning objective.</td>
<td>State the timeframe for each learning objective</td>
<td>List the Faculty for each learning objective</td>
<td>Describe the teaching methods, strategies, materials &amp; resources used for each learning objective</td>
</tr>
</tbody>
</table>

**Amino Acid Solutions in Peritoneal Dialysis (PD): Implication on Nutrition and the Peritoneal Membrane**

- Identify the causes of malnutrition in PD patients
  - Description of PD
  - PD schedules
  - Profile and solution description
  - Advantages and disadvantages of PD
  - Dietary recommendations
  - Review of malnutrition in PD
  - Morbidity and mortality
  - Nutrition outcomes
  - Prevention and treatment

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<th>Review of malnutrition in PD</th>
<th>Morbidity and mortality</th>
<th>Nutrition outcomes</th>
<th>Prevention and treatment</th>
<th>40 minutes</th>
<th>James Davis, MD</th>
<th>PowerPoint, Case Study Presentation</th>
</tr>
</thead>
</table>

Revised 5/2016
### Identify the role of intraperitoneal amino acid solutions (AA) in the treatment of malnutrition in PD patients

- Characteristics, composition, and pharmacokinetics
- AA solution absorption, utilization
- Conventional PD Solutions: changes and the consequences of the peritoneal structure
- Vascular changes and peritoneal membrane dysfunction
- Potential interventions to protect the peritoneal membrane integrity
- AA solutions: benefits and potential side effects

| 20 minutes | James Davis, MD | PowerPoint, Case Study Presentation |

### Hyperphosphatemia in End Stage Renal Disease (ESRD)

#### Describe the pathophysiology, lab indicators, and consequences of hyperphosphatemia

- Dietary Absorption of Phosphorus
- Essential mineral
- Bone and Mineral metabolism in CKD
- Distribution of phosphate in the body, biochemical changes skeletal and cardiovascular effects
- Glomerular Filtration rate (GFR) compensatory pathways
- Diurnal variation in assessment of serum and urine phosphate
- High and Low bone turnover
- Limitations of phosphate as marker
- Skeletal effects
- Elevated phosphors is associated with an increased risk for dialysis; correlated with risk of incident CV disease
- Burden of fractures
- Correlation of calcified sites, increase mortality in observational studies

| 40 minutes | Jessica Anderson, RD, LD | PowerPoint, Figures, Slides |
| Identify the guidelines and available treatment options for hyperphosphatemia | • KDIGO Focus – normal treatment target ranges for phosphorus  
• Changes in management patterns in Hemodialysis (HD) populations  
• Treatment Options  
  o Diet  
  o Dialysis  
  o Phosphate Binders  
  o Evolution of phosphate binders  
• Current treatment options and limitations of phosphate binders - Phosphate binders and survival of non-dialysis dependent, CKD patients and HD patients | 20 minutes | Jessica Anderson, RD, LD | PowerPoint, Figures, Graphs, Review of current published literature |
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<tbody>
<tr>
<td>Vendor Exhibits</td>
<td>Discuss new research and products available to assist renal practitioners in providing optimal care to their clients</td>
<td>• Discussion with exhibitors (Pharma X, Pharma Y, Hospital X, Organization X, Organization Y, Organization Z) about products and research in the field of renal nutrition</td>
<td>60 minutes</td>
<td>N/A</td>
</tr>
</tbody>
</table>
II. Continuing Professional Education Units (CPEUs) Requested:
   2 Major Sessions
   1 Exhibits
   3 Total CPEUs

III. Commission on Dietetic Registration (CDR) Learning Need Codes (LNCs)
Learning Need Codes (LNCs) enable the Registered Dietitian (RD) and/or Registered Dietitian Nutritionist (RDN) to match their individual Learning Plan with identified learning needs of their Professional Development Portfolio. The LNCs selected for this educational activity should be applicable to the content. Please list no more than four (4) LNCs using the CDR Learning Codes PDF (sent in conjunction with this form). Please note, if listing a general code (e.g. 2000), do not select a specific code that falls under that category (e.g. 2060); you can list multiple general LNCs (e.g. 2000 and 5000) or specific LNCs that fall under the general categories not selected (e.g. 3000 and 6020).
   1. 3000
   2. 4000
   3. 5000
   4.

IV. Level of Activity, as described by CDR (Select one only by indicating with an X):

☐ Level I: Assumes that the participant has little or no prior knowledge of the area(s) covered. The focus of the activity is to increase the core knowledge.
☒ Level II: Assumes that the participant has general knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is to enhance knowledge and application of the participant.
☐ Level III: Assumes that the participant has thorough knowledge of the literature and professional practice within the area(s) covered. The focus of the activity is synthesis of recent advances and future directions.