



# Tennessee Board of Dietitian/Nutritionist Examiners Newsletter

**Volume 1, Issue 1**

**Fall 2015**

Division of Health Licensure and Regulation ♦ Health Related Boards ♦ 665 Mainstream Drive, 2nd Floor, Nashville, TN 37243

♦ Web: [tn.gov/health](http://tn.gov/health) ♦ Phone: (615) 741-3807 or 1-800-778-4123 ♦

Fax: (615) 253-8764 ♦ Office Hours: Monday – Friday 8:00 a.m. to 4:30 p.m. Central Time (except State and Federal holidays)

The mission of the Tennessee Department of Health is to:

Protect, Promote, and Improve the health and prosperity of people in Tennessee.

There are many resources on the Board of Dietitian/Nutritionist Examiners website, including the rules, statutes, applications, and policy statements. License renewal and licensure verification may also be utilized on this website. The Department recently updated its web appearance with a redesigned look and user-friendly navigation. We are excited about the new website for the Board as this is a valuable resource. We encourage you use it often.

## **RESOURCES AND USEFUL LINKS:**

- [Tennessee Board of Dietitian/Nutritionist Examiners](#)
- [Licensure and Education Information](#)
- [Complaints, Disciplinary Actions and Peer Assistance](#)
- [Applications, Publications and Information](#)
- [Statutes, Rules and Policies](#)
- [Academy of Nutrition and Dietetics](#)

## **ACCESSING THE BOARD'S WEBSITE**

- In address bar type: <http://tn.gov/health>
- Click on link titled: "Health Professionals"
- Choose: Health Related Boards,
- Click on link for: "Dietitian/Nutritionist Examiners"



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## ABOUT THE BOARD OF DIETITIAN/NUTRITIONIST EXAMINERS



The Board of Dietitians/Nutritionists Examiners was created in 1987 by an act of the State Legislature. Its mission is to safeguard the health, safety, and welfare of Tennesseans by requiring those who practice dietetics/nutrition within this state to be qualified. The Board interprets the laws, rules, and regulations to determine the appropriate standards of practice in an effort to ensure the highest degree of professional conduct. The Board is authorized to issue licenses to qualified candidates who have completed appropriate education and successfully completed required examinations. The Board is responsible for the investigation of alleged violations of the Practice Act and rules and is responsible for the discipline of licensees who are found guilty of such violations. The administrative staff of the Division of Health Related Boards supports the Board by issuing licenses to those who meet the requirements of the law and rules.

### Renewal of License

Licensees are responsible for renewing their licenses on time and keeping the Board apprised of changes affecting location and name as this facilitates timely notification from the administrative office. Renewal notices are mailed from the Board's administrative office forty-five (45) days prior to the expiration of the license to the current address on record. Licenses can be renewed on-line sixty (60) days prior to expiration at <https://apps.tn.gov/hlrs/>. It is a violation of the law and of the Board's rules to practice on an expired license.

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### Contacting the Administrative Office:

Tennessee Board of Dietitian/Nutritionists  
665 Mainstream Drive, 2<sup>nd</sup> Floor  
Nashville, TN 37243  
Phone: (615) 741-3807 Local or (800) 778-4123 Nationwide  
Fax: (615) 253-8724

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### Administrative Staff

**Michael Sobowale**  
Board Director

**Zandra Pickett**  
Board Administrator

**Lakita Taylor**  
Board Manager

## COMPLAINTS, DISCIPLINARY ACTIONS & PEER ASSISTANCE

### Complaints

If you believe a practitioner's performance or behavior is not acceptable, you may file a complaint through Health Related Boards, Office of Investigations. For information on filing a complaint, please visit:

<http://tn.gov/health/article/DN-complaints>.

You may contact the Complaint Division of the Department of Health at 1-800-852-2187 to request a complaint form or download one here:

<http://tn.gov/assets/entities/health/attachments/PH-3466.pdf>.

The form must be completed in its entirety. All materials received in connection with the complaint will become property of the Department of Health and cannot be returned. Please return the complaint to:

**Office of Investigations**  
**665 Mainstream Drive, 2nd Floor, Suite 201**  
**Nashville, TN 37243**

### Disciplinary Actions

A listing of monthly disciplinary actions taken by the Board of Dietitian/Nutritionist Examiners can be found here: <http://tn.gov/health/article/boards-disciplinary-actions#dars>.

## BOARD POLICY STATEMENTS

The Board of Dietitian/Nutritionist Examiners has adopted policies related to the issuance of licenses. For more information, please review each policy by clicking the link:

- [Criminal Convictions Policy](#)
- [Education Equivalency Policy](#)
- [Renewal of Licensees Called to Active Military Duty](#)
- [Lapsed License Policy](#)

## LEGISLATIVE UPDATES

### Public Chapter 154

This act allows the Commissioner of Health or his designee to have electronic access to medical records to facilitate investigations when responding to an immediate threat to public health. Today the Commissioner of Health or his designee already has this authority but must go to the facility to review the medical records. This took effect on April 16, 2015.

### Public Chapter 94

This act defines "abuse" and "neglect" for purposes of placing a person on the registry of persons who have abused, neglected or misappropriated the property of vulnerable individuals specifically within the statutes that govern the Dept. of Health. It does not impact the definitions within the statutes that govern the Dept. of Intellectual and Developmental Disabilities nor the Dept. of Human Services. It also increases the time within which placement on the registry may be appealed from 30 to 60 days. For rulemaking purposes, this bill became effective on April 10, 2015. All other provisions became effective on July 1, 2015.

### Public Chapter 502

This act allows the Joint Government Operations Committee (the legislative committee that reviews all rules) to stay a rule up to 75 days instead of 60 days. Present law authorizes the Joint Government Operations Committee to consider the following factors when reviewing rules: authority, clarity, consistency, justification, necessity and reference. This act adds arbitrariness and capriciousness as two new considerations.

### Public Chapter 268

This act makes disclosures of protected healthcare information permissible in medical malpractice lawsuits and became effective on April 24, 2015.

[Click on the public chapter titles to view legislative descriptions in their entirety.](#)

## MEETINGS OF THE BOARD

The Board has scheduled meetings throughout the year for purposes of conducting administrative business concerning ratifying licenses, promulgating rules, disciplinary matters, etc. The six (6) members of the Board meet twice annually, are appointed by the Governor, and serve three (3) year terms. A quorum of three (3) members is required to conduct business.

The meetings are open to the public. The Tennessee Open Meetings Act passed by the General Assembly in 1974 requires that meetings of state, city and county government bodies be open to the public and that any such governmental body give adequate notice of such meeting.

Open meeting notices can also be accessed at <http://tn.gov/health/calendar/dietitians-nutritionist-examiners>.

## BOARD MEMBER COMPOSITION

Jacqueline Daughtry, Chair  
Dietitian  
Millington, TN

Abbie Kozomara, Secretary  
Dietitian  
Nashville, TN

Virginia Carney  
Dietitian  
Memphis, TN

Susan Brantley  
Dietitian  
Knoxville, TN

Kim Pryor  
Dietitian  
Knoxville, TN

Jennifer White  
Consumer Member  
Knoxville, TN

## BOARD MEETING SCHEDULE FOR 2015 & 2016

- ▶ March 13, 2015 – 10:00 AM CST
- ▶ September 11, 2015 – 10:00 AM CST
- ▶ February 26, 2016 – 10:00 AM CST
- ▶ August 26, 2016 – 10:00 AM CST

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**Unless otherwise noted, all meetings will be held at the following location:**

**665 Mainstream Drive  
Poplar Conference Room, Ground Floor  
Nashville, TN 37243**

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## LIVE-STREAM MEETINGS

As of January 2015, public meetings are live-streamed and viewable via the internet. Links to view a meeting can be accessed by visiting the department's "Calendar of Events" at: <http://tn.gov/health/calendar>. Archived meetings may also be accessed and viewed from the Department of Health website at:

<https://web.nowuseit.tn.gov/Mediasite/Catalog/Full/98fe21d561e9489487745f0c7da678b221>.



## NATIONAL CONFERENCES

**Society for Nutrition Education and Behavior – SNEB Annual Conference**  
San Diego, CA  
July 30 – August 2, 2016

**Academy of Nutrition and Dietetics – Food & Nutrition Conference & Expo 2016**  
Boston, MA  
October 15-18, 2016

## **IMPORTANT REMINDERS**

### **Electronic Notifications Opt-In**

Licensees who prefer to receive notifications by electronic means instead of by regular United States mail from the Department of Health should request to “opt-in” from the portal on the Board’s website at: <https://apps.tn.gov/hlrs/>. Licensees may also submit a written request to the Board’s Administrative Office.

Please note that once you choose to opt-in to receive electronic notifications, ALL notices from the Health Department, including license renewal notices, will be sent by electronic mail. License renewal notification will be sent from the Board’s Administrative Office forty-five (45) days prior to the expiration of the license to the current e-mail address on record with Tennessee Department of Health. Also, you will be required to notify the Administrative Office should there be any changes to your email address.

### **Updating Your Practitioner Profile**

Pursuant to Tennessee Health Care Consumer Right –to-Know Act, 1998, T.C.A. §63-51-101, et seq., licensed dietitians have a continuing duty and the responsibility to notify the Department of Health of any changes or updates to information submitted on the mandatory practitioner’s profile questionnaire within thirty (30) days of the occurrence of such event. Changes include any change of address. A copy of the questionnaire can be found at: <http://health.state.tn.us/downloads/PH-3585.pdf>.

To check the accuracy of your profile, please visit: <https://apps.health.tn.gov/Licensure/>.

Changes may be submitted on the form to the Board’s Administrative Office at:

**Tennessee Department of Health  
Office of Health Related Boards  
Board of Dietitian/Nutritionist Examiners  
665 Mainstream Drive, 2nd Floor  
Nashville, TN 37243**

## **NOTEWORTHY INFORMATION**

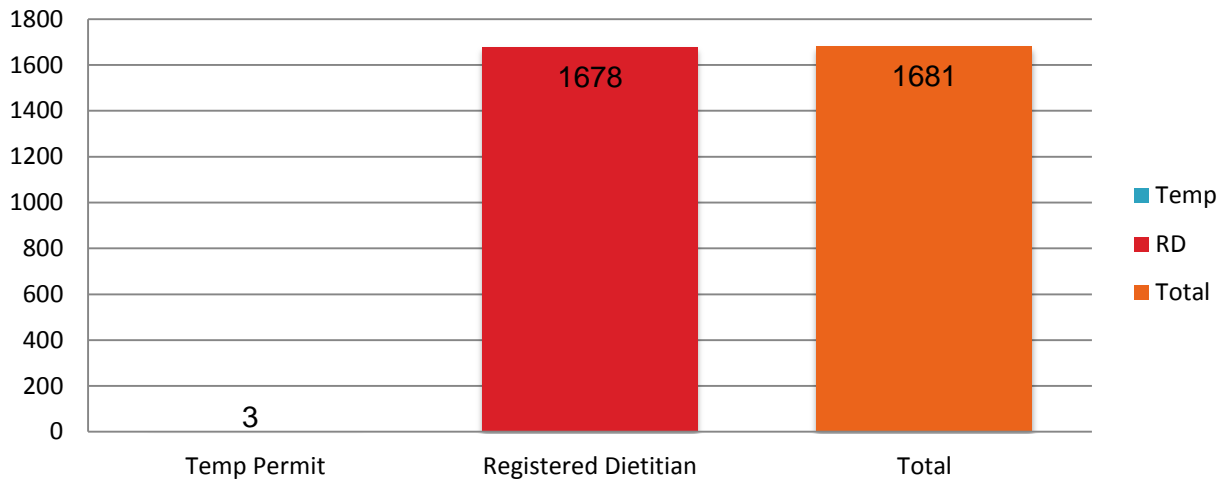
### **Volunteer for Mass Emergency Clinics**

The Tennessee Volunteer Mobilizer (TNVM) is your secure, confidential volunteer registry site maintained by the Department of Health’s Office of Emergency Preparedness. Registering through TNVM simply tells us that you are open to the idea of volunteering for Public Health emergencies and initiatives, and provides us a little about your background, preferences, and constraints. It does not guarantee that you will be called upon, nor does it mean that you must participate if called. If you are called to volunteer, you will have the opportunity to learn more about the specific event and the commitment required. You can then choose if volunteering for the specific event is right for you.

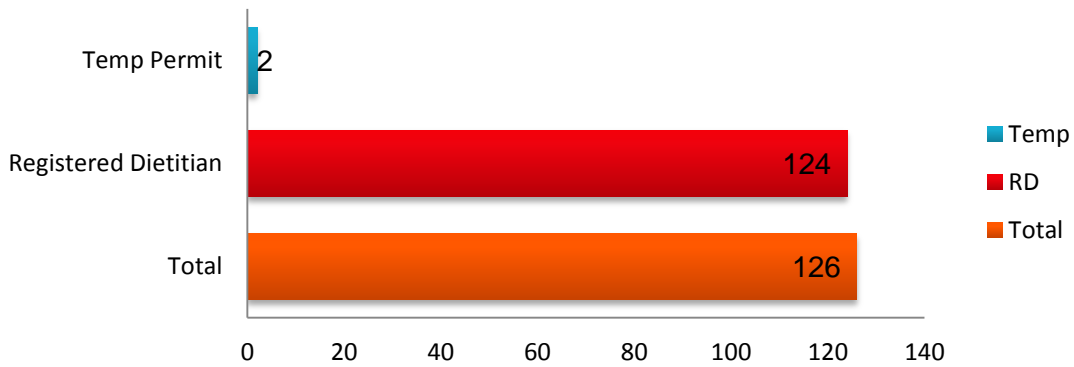
For additional information pertaining to TNVM and/or TNMRC, visit: <https://www.tnmrc.org/> or access the FAQ page here: <https://www.tnmrc.org/faq.php>.

**STATISTICAL DATA**

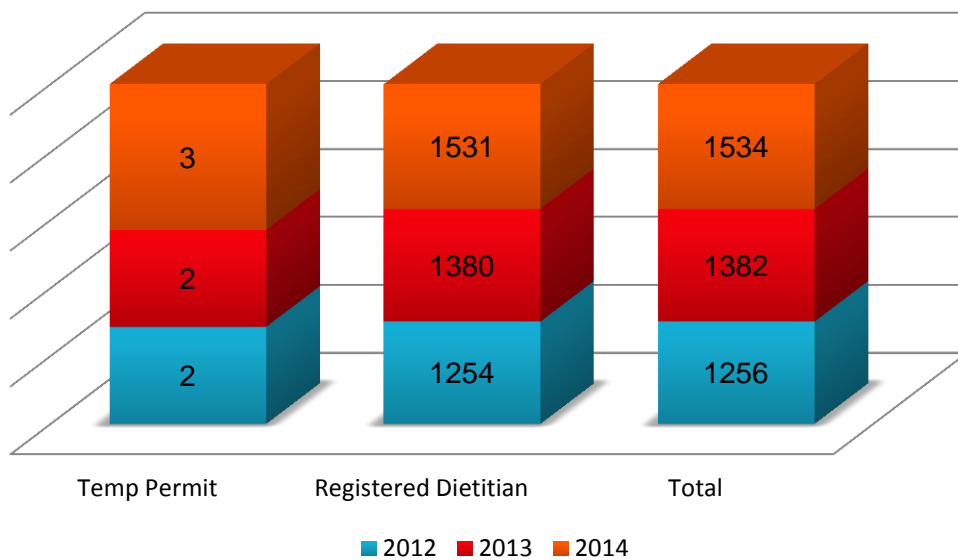
**Total Number of Licenses as of 10/21/15**



**# Applications Received from 1/1/15 to 10/21/15**



**Number of Licenses by Profession and Year**





**Q: I have moved and/or changed my place of employment. How do I update my address with the Board?**

**A:** Changes in address must be submitted in writing to the Board's administrative office within 30 days. Please include your name, profession, license number, old address and new address. Please also specify if the change is to your mailing or practice address.

**Q: How do I report a name change and/or request an updated license?**

**A:** Changes in name must be submitted in writing to the Board's administrative office, along with documentation supporting the change (i.e. marriage certificate, divorce decree). Please include your name, profession and license number. If you wish to receive a duplicate copy of your license, reflecting the updated name, you must specify this in your request and include a check or money order in the amount of \$20.00 for each license type (i.e. Wallet/Renewal size or Wall size).

**Q: I am applying for a license in another state and need primary source verification. How do I obtain this?**

**A:** Requests for license verification must be submitted in writing to the Board's administrative office. Please include your name, profession, license number and address which the verification must be sent. Please also include a check or money order in the amount of \$25.00 per request.

## QUESTIONS AND ANSWERS

**Q: Can I renew my license online?**

**A:** Certainly! License renewals may be processed up to sixty (60) days prior to the license expiration date. Please visit <https://apps.tn.gov/hlrs/> and choose "Go Now" under Professional License.

**Q: My license has expired. How do I reinstate my license?**

**A:** Reinstatement of a license that has expired may be accomplished upon meeting the following conditions:

- (1) Payment of all past due renewal fees; and,
- (2) Payment of the late renewal fee and reinstatement fees outlined in Rule 0470-1-.06(4).

Please view the rules at <http://share.tn.gov/sos/rules/0470/0470-01.pdf> for complete instructions regarding reinstatement.

**Q: Am I required to do continuing education to maintain my license?**

**A:** No, currently the rules and regulations governing the practice of dietetics and nutrition do not require licensees to obtain continuing competence hours to maintain licensure.

**Q: I am no longer practicing as a dietitian. How do I retire my license?**

**A:** To retire your license, please complete the Affidavit of Retirement form, have it notarized and forward it to the administrative office. The form may be downloaded from the Board's website at:

<http://tn.gov/assets/entities/health/attachments/PH-3460.pdf>.

Please inquire with the Board office regarding requirements to reinstate a retired license.