

PEN Practice Guidance Nutrition Care Process (NCP) Steps (Toolkit) Template

In 2026 with the PEN refreshed platform, the toolkits were incorporated into the Knowledge Pathways. The individual toolkit links for loading content are still available on the admin side for PEN staff to update.

Below are steps for creating and updating NCP sections.

Note

- When creating/updating NCP steps, always refer to the latest version of the eNCPT– currently [is the Academy of Nutrition and Dietetics. eNCPT: Nutrition Terminology Reference Manual. 2023. Available from: Nutrition Care Process and Terminology Web Links.](#)
- If any reference(s) used within the NCP section areas, they are hyperlinked. Example - under the Prescription section of the Celiac/Coeliac Disease Knowledge Pathway:

Nutrition Intervention Activities ([2](#),[10](#))

- Teach country-specific healthy food guidelines, which provide the foundation for healthy eating for individuals with celiac disease, including information on food labelling, nutrient content of a GF diet, menu and food preparation and dining out.

Key:

- Black print: is information for the Toolkit writer
- **Turquoise colour:** TOC main headings - built into the cute editor template
- **Green colour:** TOC sub headings - these are hidden under main titles until “+” is clicked on - these subtitles are already in the cute editor template
- **Red/burgundy colour:** This is standard text that appears in all toolkits and is ‘not modifiable’. As authors, use this template and just add content after the burgundy colour.

Description and Key Nutrition Issues – this section has moved to the beginning of a knowledge pathways Summary of Evidence and Recommendation and is no longer part of an NCP step

Nutrition Assessment, Monitoring [and Review] and Evaluation

The nutrition assessment, monitoring and evaluation of (insert appropriate description i.e. an individual who needs xx) may include the parameters using NCP terminology in the Table below. (Fill in each section, using NCP terminology - see Toolkit Writing Guidelines in the PEN® Writer’s Guide for assistance. If a section is not applicable, write NIL)

(For adults use):

Anthropometry	
Anthropometric Measurements	
• Height • Weight • Weight Change (%weight change) • BMI • Body Compartment Estimates (waist circumference)	
Anthropometric Comparative Standards	
Measure	NCP Terminology
Adult BMI	• Weight and Growth Recommendation ○ Recommended body weight/BMI ▪ Ideal/reference body weight (IBW) ▪ Recommended BMI

Waist Circumference	As above
Biochemical Data, Medical Tests and Procedures	
- Bullet level 1 - Bullet level 2 - Bullet level 3	
Clinical/Nutrition-Focused Physical Findings	
- Bullet level 1 - Bullet level 2 - Bullet level 3 - Bullet level 4	
Dietary/Food/Nutrition-related History	
- Bullet level 1 - Bullet level 2 - Bullet level 3 - Bullet level 4	
Dietary/Food/Nutrition-Related Comparative Standards (Estimated Requirements)	
- Bullet level 1 - Bullet level 2 - Bullet level 3 - Bullet level 4	
See International Dietary Reference Values Collection .	
Client History (including environmental, behavioural and social)	
- Bullet level 1 - Bullet level 2 - Bullet level 3	
Function (e.g. sit- to- stand, hand grip strength; physical activity)	
- Bullet level 1 - Bullet level 2 - Bullet level 3	

(For children use):

Anthropometry		
Anthropometric Measurements		
- Height/length - Weight - Weight Change - BMI - Growth pattern indices/percentile ranks		
Anthropometric Comparative Standards		
Measure	Recommendation	NCP Terminology
Birth to 24 months Length-for-age Weight-for-age Weight-for-	The WHO Child Growth Standards / Reference: For Birth to 5 years For 5 to 19 years	- Weight and Growth Recommendation - Recommended body weight/BMI/growth - Desired growth pattern

length Head Circumference	(insert Australian flag) Growth Charts (WHO and CDC)	
2 to 19 years of age Height-for- age Weight-for- age BMI-for-age	(insert Canada flag) WHO Growth Charts Adapted for Canada	
Child BMI		
Biochemical Data, Medical Tests and Procedures		
- Bullet level 1 - Bullet level 2 - Bullet level 3 - Bullet level 4		
Clinical/Nutrition-Focused Physical Findings		
- Bullet level 1 - Bullet level 2 - Bullet level 3 - Bullet level 4		
Dietary/Food/Nutrition-Related History		
- Bullet level 1 - Bullet level 2 - Bullet level 3 - Bullet level 4		
Dietary/Food/Nutrition-Related Comparative Standards (Estimated Requirements)		
- Bullet level 1 - Bullet level 2 - Bullet level 3 - Bullet level 4		
See International Dietary Reference Values Collection .		
Client History (including environmental, behavioural and social)		
- Bullet level 1 - Bullet level 2 - Bullet level 3 - Bullet level 4		
Function (e.g. sit- to- stand, hand grip strength; physical activity)		
- Bullet level 1 - Bullet level 2 - Bullet level 3		

(For both adults and children):

Anthropometry
Anthropometric Measurements
Height/length

• Weight • Weight Change • BMI • Body Compartment Estimates (waist circumference) • Growth pattern indices/percentile ranks		
Anthropometric Comparative Standards – Adult		
Measure	NCP Terminology	
Adult BMI	○ Weight and Growth Recommendation ▪ Recommended body weight/BMI • Ideal/reference body weight (IBW) • Recommended BMI	
Waist Circumference	As above	
Anthropometric Comparative Standards – Children		
Measure	Recommendation	NCP Terminology
Birth to 24 months Length-for-age Weight-for-age Weight-for-length Head Circumference	The WHO Child Growth Standards/Reference: For Birth to 5 years For 5 to 19 years (insert Australian flag) Growth Charts (WHO and CDC)	• Weight and Growth Recommendation ○ Recommended body weight/BMI/growth ▪ Desired growth pattern
2 to 19 years of age Height-for-age Weight-for-age BMI-for-age Child BMI	(insert Canada flag) WHO Growth Charts Adapted for Canada	
Biochemical Data, Medical Tests and Procedures		
• Bullet level 1 ○ Bullet level 2 ▪ Bullet level 3 • Bullet level 4		
Clinical/Nutrition-Focused Physical Findings		
• Bullet level 1 ○ Bullet level 2 ▪ Bullet level 3 • Bullet level 4		
Dietary/Food/Nutrition-Related History		
• Bullet level 1 ○ Bullet level 2 ▪ Bullet level 3 • Bullet level 4		
Dietary/Food/Nutrition-Related Comparative Standards (Estimated Requirements)		
• Bullet level 1 ○ Bullet level 2 ▪ Bullet level 3 • Bullet level 4		

See [International Dietary Reference Values Collection](#).

Client History (including environmental, behavioural and social)

- Bullet level 1
 - Bullet level 2
 - Bullet level 3
 - Bullet level 4

Function (e.g. sit- to- stand, hand grip strength; physical activity)

- Bullet level 1
 - Bullet level 2
 - Bullet level 3

Nutrition [and Dietetic] Diagnosis

Sample PES or PESS/PASS statements (problem, etiology/aetiology, signs and symptoms) using some NCP terminology

This/ese statement(s) is/are provided as examples only, and will not apply to all individuals:

- (Insert bulleted list of nutrition diagnoses – see PEN® Writer's Guide for assistance in developing PES/PESS/PASS Statements)

Nutrition Intervention

Nutrition interventions may be in the area of food and/or nutrient delivery if the individual is an inpatient in a facility, or in the area of nutrition education and nutrition counselling if the individual is seen in an outpatient setting, or before discharge from an inpatient setting.

Nutrition Prescription

Examples

Recommend: (insert bulleted list of recommendations – see PEN® Writer's Guide for assistance in developing examples)

- Bullet level 1
 - Bullet level 2
 - Bullet level 3*

Food and/or Nutrient Delivery Example(s)

- Bullet level 1
 - Bullet level 2
 - Bullet level 3

Nutrition Education Example(s)

- Bullet level 1
 - Bullet level 2
 - Bullet level 3

Nutrition Counselling Example(s)

- Bullet level 1
 - Bullet level 2
 - Bullet level 3

Coordination of Nutrition Care Example(s)

- Bullet level 1
 - Bullet level 2
 - Bullet level 3

For UK dietitians: Refer to the British Dietetic Association (BDA) [Model and Process](#) for more information about Strategy and Implementation Steps.

Goals

Goals are as per the AND eNCPT: Nutrition Terminology Reference Manual (available from: [Nutrition Care Process and Terminology Web Links](#)). For more information see the Toolkit Writing Guidelines in the PEN® Writer's Guide for more information.

Goals for an individual with ____ (name the condition/health promotion area) should be determined in conjunction with the client and should be specific to the individual. Goals that are set should be time-sensitive, easily measured and achievable by the nutrition intervention. Action and outcome related goals, along with both short-term and long-term goals may be set. Examples include:

- to reduce the intake of sweetened beverages from eight to four per week by the next scheduled appointment (in 1 month).
- to achieve and maintain recommended blood glucose levels through diet and lifestyle modifications, in conjunction with medical therapy for diabetes.

Summary of Recommendations and Evidence – no longer added as it is already part of the knowledge pathway

Tools and Resources – as above, no longer added as it is already part of the knowledge pathway
Education materials for clients, practice guidelines and other professional tools and resources can be found under the (name of KP) Related Tools & Resources (hyperlink) tab. Use the Audience, Country and Language sort tabs to narrow your search.

Reference Section – no longer used