



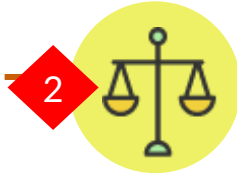
STEP BY STEP GUIDANCE TO PARTICIPATE TO nutritionDay in Nursing Homes



1

REGISTER AND ORDER CODES

Visit www.nutritionDay.org register and order codes for your center and for your units. (video tutorials available)



2

CONSIDER NATIONAL ETHICAL REGULATIONS

Ethics approval from the Medical University of Vienna is available every year on the website and may be applicable also to your country. Check for ethical regulations in your country



3

INFORM TEAM/ DO 1 TEST RESIDENT/INFORM RESIDENTS/PREPARE MATERIAL

Do 1 test resident and inform your unit team.

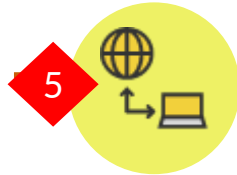
A day before nDay, inform residents, print necessary questionnaires and resident information/consent forms.



4

COLLECT DATA on nutritionDay

On nDay, distribute resident questionnaires and pencils or tablets. Assist residents where necessary and collect completed forms



5

ENTER DATA AND DOWNLOAD UNIT REPORT

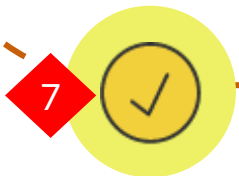
Login to your nDay account, enter unit and residents' data & download the unit report. Graphical and numerical reports available



6

COLLECT AND ENTER OUTCOME DATA

Enter outcome data into the database for NH at 180 days after nDay. Report at least 80% of residents' outcome.



7

CHECK DATA AND DOWNLOAD REPORT

Check data for accuracy Download report inclusive outcome data.



8

INTERPRETATION AND DISCUSSION

Discuss unit results in your team using nDay Report. Develop strategies to improve nutrition care in your unit.



9

CERTIFICATE

Meet nDay data quality criteria to receive the nDay certificate





6 months to a week before nDay

1

Register for nutritionDay. Choose a username and password for your personal “my nDay” account. You will receive a confirmation email. This nDay account remains valid also in the upcoming years.

Order a centre code log in to your “my nDay” with your username and password. Order a centre code for each centre you would like to participate with.

Order a unit code for each participating unit in your center. Choose the category hospital.

The codes remain valid for your units for the future.

3

Inform unit team, do 1 test resident

Inform local managers, key clinicians and your unit team about the nDay participation. Define a nutritionDay coordinator who will be responsible for the preparation and coordination of nDay in the unit.

Make a trial with one resident to understand how nDay works. Use the explanation file for clarification if needed. Discuss this trial with the unit staff to ensure comprehension of the procedure and contents of nutritionDay.

Inform residents and prepare material

A day before nDay, Inform residents during your medical round and encourage them to participate. Print or copy the number of questionnaires and one resident list outcome. Print resident Information or consent forms if needed

2

Consider national ethical regulations

The approval of the ethics committee from the Medical University of Vienna is available for nDay in Nursing Homes and may be applicable also for your country. Please also consider country specific regulations. You can find the study protocol on the website under hospitals/getting started.



At nutritionDay

4

Collect data

Unit sheet (sheet 1) and resident overview (sheet 2) have to be completed by the unit staff. Please also complete the first column of the NH resident list and outcome evaluation.

The **resident list (outcome evaluation)** is essential to ensure adequate outcome data 6 months after nutritionDay. Aim at including all residents present in the unit. Make sure you reach at least the quality criteria for data entry to receive the nutritionDay report (inclusion of 8 or more residents) and a nutritionDay certificate (inclusion of 60% of residents) for your unit. Keep and store completed questionnaires, signed consent forms and resident list in your unit.

After nutritionDay

5

Enter data in the nDay database.

Go to “my nDay” select data entry. Access database with your data entry code and enter unit and residents' data.

Download the unit report.

Check data for accuracy. Download and print your unit report Your unit report will be available after minimum entry of 8 residents.

OUTCOME 180 days after nutritionDay

6

Enter OUTCOME data in the nDay database.

Six months after nDay, complete the resident list and enter outcome data into the nDay database with your data entry code. Outcome has to be collected for at least 80% of all residents included in nutritionDay. Make sure you reach the quality criteria to receive a nDay certificate.

Data quality criteria are index of good sample representativeness of your unit.

7

Download the unit report with outcome data

Check data for accuracy. Download and print your outcome unit report after minimum entry of 8 residents.

Final evaluation and certificate

8

Interpretation of report

Discuss unit results in your team. For help use “how to read the nutritionDay report”

Think about possibilities or develop strategies to improve nutrition care in your unit.

9

nDay certificate

from your unit account download a certificate for the unit or for the coordinator.

Observe quality criteria to receive a certificate:

Minimum of 8 residents have to be included in the audit per unit (this is also the minimum number required to receive a unit report)

Minimum of 60% of all residents of your unit present on nDay have to be included at nDay audit.

Minimum of 80% of residents (which have participated in nutritionDay) have to be included in the outcome evaluation 180 days after nDay.