STEP BY STEP GUIDANCE TO PARTICIPATE TO
nutritionDay in Hospital

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 PATIENT INFORM PATIENTS/PREPARE MATERIAL

Do 1 test patient a week before nDay and inform your unit team.

A day before nDay, inform patients, print necessary questionnaires and patient information/consent forms.

6 COLLECT AND ENTER OUTCOME DATA

Enter outcome data into the database for hospital, ICU, and Nursing Home/Primary Care at 30, 60, and 180 days after nDay respectively. Report at least 80% of patients' outcome.

5 ENTER DATA AND DOWNLOAD UNIT REPORT

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

4 COLLECT DATA on **nutritionDay**

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

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

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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 patient

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 patient 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.

Consider national ethical regulations

The approval of the ethics committee from the Medical University of Vienna is available for nDay Hospital and nDay Oncology 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.

Inform patients and prepare material

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

At nutritionDay

4

Collect data

"Unit sheet" (sheet 1a+b), "Hospital sheet" and **"About Your Patient" (sheet 2a+b)** have to be **completed by the unit staff**. Completing the "Hospital Sheet" may need support of the hospital management, the human resource department or the financial department. Please also complete the first 2 columns of the "patient list and outcome evaluation" with patient sticker and patient number.

Distribute patient questionnaires (3a and 3b) and pencils to patients who gave consent.

In case a patient in your unit is a surgical patient, please fill out in addition the **"surgical sheet"**.

In case a patient is diagnosed with cancer in your ward the **"oncology unit sheet" (onco sheet 1)** and **the "unit cancer patients" (sheet 2)** have to be completed by the unit staff. The **"oncology patient questionnaire" has to be completed by each patient with cancer**. Patients or relatives complete questionnaires after lunch or dinner. Please assist where necessary and collect completed forms or complete questionnaire by yourself.

Include at least 8 or more patients to fullfil the quality criteria for data entry and to obtain the nutritionDay report and a nutritionDay certificate (see quality criteria) for your unit.

Store completed questionnaires, signed consent forms and patient list in your unit.

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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 patients' 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 patients.

OUTCOME 30 days after nutritionDay

6

Enter OUTCOME data in the nDay database.

30 days after nDay, complete the patient 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 patients included in nutritionDay. Make sure you reach the quality criteria to receive a nDay certificate.

Data quality criteria are index of good sample representativness 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 patients.

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 of for the coordinator.

Observe quality criteria to receive a certificate:

Minimum of 8 patients 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 patients of your unit present on nDay have to be included at nDay audit.

Minimum of 80% of patients (which have participated in nutritionDay) have to be included in the outcome evaluation 30 days after nDay.

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