



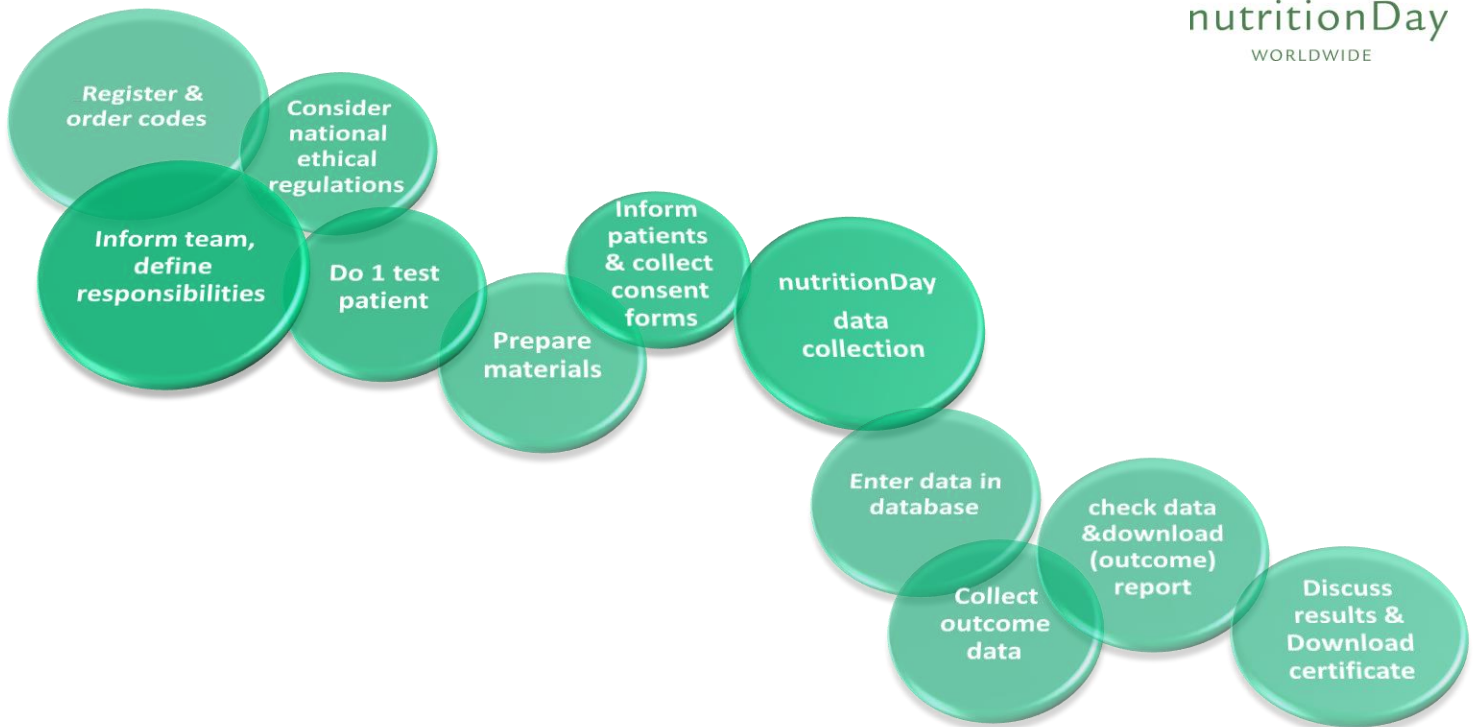
CHECKLIST for HOSPITALS EXPRESS

12 steps to participate

09
NOV
nDay
2023



• 6 months to 1 week before nutritionDay	
1	• Register & order codes <input type="checkbox"/>
2	• Consider national ethical regulations <input type="checkbox"/>
3	• Inform team, define responsibilities <input type="checkbox"/>
4	• Do 1 test patient <input type="checkbox"/>
• 1 week to 1 day before nutritionDay	
5	• Prepare materials <input type="checkbox"/>
6	• Inform patients & collect consent forms if required <input type="checkbox"/>
• On nutritionDay 	
7	• Collect data <input type="checkbox"/>
• After nutritionDay	
8	• Enter data in database <input type="checkbox"/>
9	• Check data & download unit report <input type="checkbox"/>
• 30 days after nutritionDay	
10	• Collect & enter outcome data <input type="checkbox"/>
11	• Check data & download unit report again (incl. outcome data) <input type="checkbox"/>
• Final	
12	• Interpretation & discussion <input type="checkbox"/>
	• Receive certificate <input type="checkbox"/>



12 steps to prepare best For HOSPITALS

- 6 months to 1 week before nutritionDay

1) Register & Order Codes



Register for nutritionDay.

Choose an individual username and password for your personal "my nDay" account. You will receive a confirmation email when this has been successfully processed. This personal account remains applicable also in the upcoming years. Use the step by step guidance for help!

Order a centre code by logging in to your "my nDay" with your username and password. Order a centre code for each centre you would like to register.

Order a unit code for each participating unit. Assign the unit to the corresponding centre. Make sure you choose the correct category for hospitals. You will receive a confirmation email with your codes once this has been successfully processed. The codes remain valid for your units in the future so please save the confirmation email. In case you participate with other units next year please order a new unit code for the respective ward. Use step by step guidance for help!

2) 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.



3) Inform team, define responsibilities



Inform local managers, key clinicians and your unit team about the participation. Supported by the team your participation is more likely to be successful. Define a nutritionDay coordinator who will be responsible for the preparation and coordination.



4) Do 1 test patient



Download questionnaires. Conduct a trial with one patient. Use the explanation guide for clarification of uncertainties. Discuss this trial with the unit staff to ensure comprehension of the procedure and contents of nutritionDay.

• 1 week to one day before nutritionDay

5) Prepare materials



Print or copy adequate number of questionnaires (for help use questionnaire overview). Print adequate number of patient Information/consent forms (all patient related sheets are available in over 30 languages!). Ensure pencils etc. are available for patients & relatives to complete questionnaires.

Determine who will distribute and collect questionnaires and consent forms.



6) Inform patients & collect consent forms if required

Inform patients during your medical round and encourage them to participate.

If required distribute consent forms during your medical round. Collect consent forms again.

• On nutritionDay

7) Collect data



"Unit sheet" and "About Your Patient" have to be completed by the unit staff. Please also complete the first 2 columns of the "patient list and outcome evaluation". The "Patient Sheet" should be completed after the main meal. You can either ask the questions directly to the patients or hand the questionnaire out and collect them again after some time. Please assist where necessary and collect completed forms or complete questionnaire by yourself.

The patient list (outcome evaluation) is essential to ensure adequate outcome data 30 days after nutritionDay. Aim at including all patients 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 patients) and a nutritionDay certificate (see quality limits for certificates below) for your unit. Keep and store completed questionnaires, signed consent forms and patient list in your unit.

• After nutritionDay

8) Enter data in database



Go to “my nDay” and login to enter unit and patients' data & download the unit report. Use step by step guidance for help.



9) Check data & download unit report



Check data for accuracy immediately after data entry by going through the feedback report (correct or complete data where necessary).
 Download and print your unit report immediately after data check. Your unit report will be available after minimum entry of 8 patients.

• 30 days after nutritionDay (outcome evaluation)

10) Collect & enter outcome data



Complete the unit patient list 30 days after nDay and enter data into the nDay online database. Make sure you reach the limits to receive a nDay certificate (outcome has to be collected for at least 80% of all patients included in nutritionDay). Keep and store completed questionnaires. Use step by step guidance for help.



11) Check data & download unit report + outcome

Check data for accuracy immediately after outcome data entry (correct or complete data where necessary).
 Download and print your outcome unit report immediately after data check. Your outcome unit report will be available after minimum entry of 8 patients.



• Final

12) Interpretation & discussion



Discuss unit results in your team. For help use “how to read nutritionDay report”
Download training session “how to use and interpret nDay results” if needed. Think about possibilities to improve nutrition care in your unit or develop strategies to improve nutrition care.



Certificate



Answer the feedback questionnaire (9 questions) and download your unit certificate from the “my nDay” account.

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.