


CHECKLIST for NURSING HOMES

12 steps to participate (nD.NH)

15
NOV
nDay
2018



- 6 months to 1 week before nutritionDay**
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- 2 • Consider national ethical regulations
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- 1 week to 1 day before nutritionDay**
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- 6 months after nutritionDay**
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- Final**
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- Receive certificate



12 steps to prepare best for NURSING HOMES

- 6 months to 1 week before nutritionDay

1) Register & Order Codes



Register for nutritionDay.

Choose an individual username and password for your personal “my nD” 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 nD” 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 nursing homes. 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 nD.NH and may be applicable also for your country. Please also consider country specific regulations. You can find the study protocol on the website under Nursing homes/getting started.



3) Inform team, define responsibilities



Inform local managers 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 resident



Download questionnaires. Conduct a trial with one resident. 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.
Print adequate number of residents
Information/consent forms (all resident related
sheets are available in over 30 languages!).

Determine who will distribute and collect
questionnaires and consent forms.



6) Inform residents & collect consent forms if required



Inform residents and encourage them to participate.

If required distribute consent forms. Collect consent
forms again.

• On nutritionDay

7) 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

8) Enter data in database



Go to “my nD” and login to enter unit and residents' 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 (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 residents.

• 6 months after nutritionDay (outcome evaluation)

10) Collect & enter outcome data



Complete the unit resident list 6 months after nD and enter data into the nD online database. Make sure you reach the limits to receive a nD certificate (outcome has to be collected for at least 80% of all residents included in nutritionDay). Keep and store completed questionnaires. Use step by step guidance for help.



11) Check data & download outcome report



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 residents.

- Final

12) Interpretation & discussion



Discuss unit results in your team. 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 nD” account.

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 nD have to be included at nD audit.

Minimum of 80% of residents (which have participated in nutrition Day) have to be included in the outcome evaluation 6 months after nD.