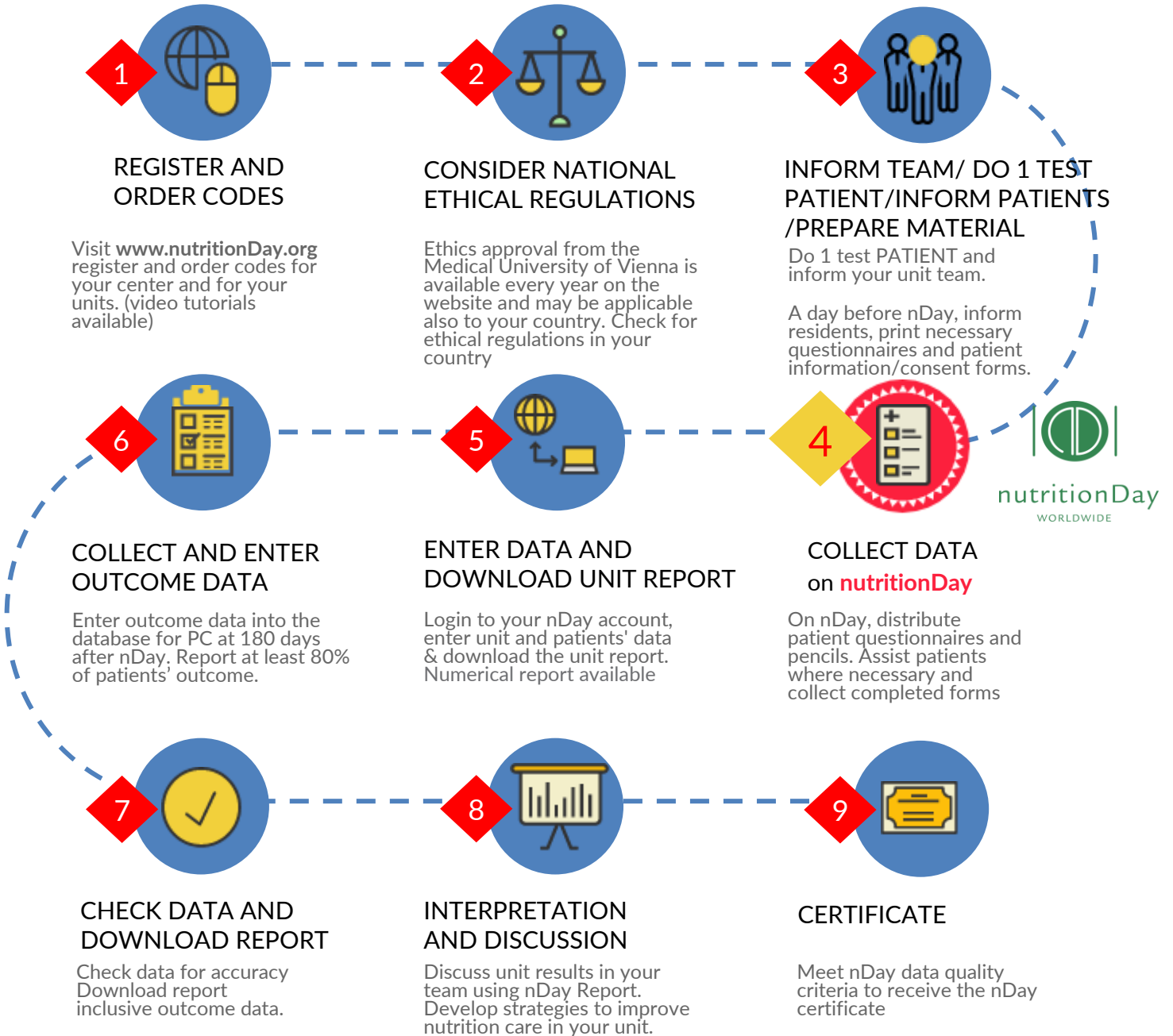


STEP BY STEP GUIDANCE TO PARTICIPATE TO nutritionDay in Primary Care



6 months to a week before nDay

1

Register for nutritionDay. o participate. Choose any username and password for your personal “my nDay” account. You will automatically receive a confirmation email as soon as registration has been successfully completed. Your personal account will remain valid in the future!

Order a center code (per praxis/facility) by logging into your “my nDay” account with your username and password. Order a center code for your practice/facility with which you would like to participate.

Order a doctor code for each participating healthcare professional HCP (including doctors, nurses, specialists, nutritionists) in your center. Assign the doctor/HCP code to a center. Please indicate your healthcare profession. The codes remain valid in the future. The code is assigned to a HCP and cannot be transferred. If new specialists take part next year, please order new codes for them..

3

Inform unit team, do 1 test patient

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

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 patients and prepare material

Print/copy the questionnaires according to the average number of visiting patients in a day. Print questionnaires front/back in one page. Print patient consent form if needed.

Each sheet is already filled out by staff with center and doctor code

Distribute the questionnaires/pencils at the registration desk when the patient arrives.

2

Consider national ethical regulations

The approval of the ethics committee from the Medical University of Vienna is available for nDay in Primary Care and may be applicable also for your country. Please also consider country specific regulations. You can find the study protocol on the website under Primary Care documents.



At nutritionDay

4

Collect data

Patient sheet (5 mins) is filled out by the patient in the waiting room (if necessary with the support of the medical staff).

Doctor/HCP sheet (2 mins) is filled out by the attending physician/HCP during the consultation.

For each patient coming to visit the doctor give the printed sheet. Each sheet is already filled out by staff with center and doctor code **and with patient number**.

Write down patient number and info in the OUTCOME sheet for EASIER future outcome data collection.

The patient outcome is only to be recorded by medical staff using the patient file 6 months after nDay (see point 6 Patient Outcome). Keep the completed questionnaires and outcome sheet at your doctor's office.

After nutritionDay

5

Enter data in the nDay database.

Go to "my nDay" and log in with your assigned "Data Entry Code" and the "Doctor Code" (Data Entry Code) to enter the nutritionDay data collected in Primary Care.

Data Entry Code = CenterCodePCDoctorCode

Download the unit report.

Check the data for accuracy and completeness immediately after data entry. Download your praxis results report. This will be available upon outcome entry.

OUTCOME 180 days after nutritionDay

6

Enter OUTCOME data in the nDay database.

Six months after nDay, complete the patient list and enter patient's outcome data into the nDay database with your data entry code.

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 3 patients.

Final evaluation and certificate

8

Interpretation of report

Discuss the results of your facility/practice within your team. Think about ways to improve nutritional care in your doctor's office.

9

nDay certificate

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

After successful data entry, you will receive a certificate for participation in nutritionDay in Primary Care.