

STEP BY STEP GUIDANCE TO PARTICIPATE TO

nutritionDay in Primary Care



REGISTER AND ORDER CODES

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



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



INFORM TEAM/ DO 1 TEST PATIENT/INFORM PATIENTS /PREPARE MATERIAL

Do 1 test PATIENT and inform your unit team.

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



COLLECT AND ENTER OUTCOME DATA

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



ENTER DATA AND DOWNLOAD UNIT REPORT

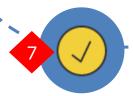
Login to your nDay account, enter unit and patients' data & download the unit report. Numerical report available



COLLECT DATA

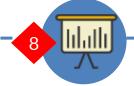
on nutritionDay

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



CHECK DATA AND DOWNLOAD REPORT

Check data for accuracy Download report inclusive outcome data.



INTERPRETATION AND DISCUSSION

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



CERTIFICATE

Meet nDay data quality criteria to receive the nDay certificate



WORLDWIDE



6 months to a week before nDay

Register for nutitionDay. 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..

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.

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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.



At nutritionDay

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Collect data

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

<u>Doctor/HCP sheet (2 mins)</u> 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.

<u>The patient outcome</u> 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

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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 = CenterCode PCDoctorCode

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

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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 representativness of your unit.



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

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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.

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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.



