CHECKLIST for HOSPITALS

12 steps to participate

10 NOV nDay 2022

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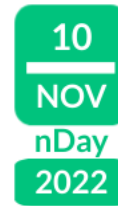
• **6** months to **1** week before nutritionDay

1	• Register & order codes	☐
2	• Consider national ethical regulations	☐
3	• Inform team, define responsibilities	☐
4	• Do 1 test patient	☐

• **1** week to **1** day before nutritionDay

5	• Prepare materials	☐
6	• Inform patients & collect consent forms if required	☐

• **On** nutritionDay

7	• Collect data	☐

• **After** nutritionDay

8	• Enter data in database	☐
9	• Check data & download unit report	☐

• **30 days after** nutritionDay

10	• Collect & enter outcome data	☐
11	• Check data & download unit report again (incl. outcome data)	☐

• **Final**

12	• Interpretation & discussion	☐
	• Receive certificate	☐

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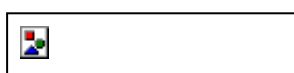
12 steps to prepare best
For HOSPITALS

• 6 months to 1 week before nutritionDay

1) Register & Order Codes

Register for nutitionDay. 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" (sheet 1a+b), "Hospital sheet" (sheet 1c) 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". Distribute patient questionnaires (3a and 3b) and pencils.

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.

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.

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- **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 interprete 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 your "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.

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