


CHECKLIST for INTENSIVE CARE UNITS

12 steps to participate
(nD.ICU)

15
NOV

nDay
2018



- 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/relatives & collect consent forms if required
- On nutritionDay 
- 7 • Collect data
- After nutritionDay
- 8 • Enter data in database
- 9 • Check data & download unit report
- 2 months after nutritionDay
- 10 • Collect & enter outcome data
- 11 • Check data & download unit report again (incl. outcome data)
- Final
- 12 • Interpretation & discussion
- Receive certificate



12 steps to prepare best For INTENSIVE CARE UNITS

- 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 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 nD. ICU and may be applicable also for your country. Please also consider country specific regulations. You can find the study protocol on the website under Intensive Care Units/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 and consent forms or patient information if required.

Determine who will distribute and collect questionnaires and consent forms if required. Determine who will complete questionnaires.



6) Inform patients and relatives & collect consent forms if required



Inform relatives and staff by displaying nD placards on the ward. Encourage them to participate and support the project.

If required distribute consent forms. Collect consent forms again.

• On nutritionDay

7) Collect data



Unit sheet (sheet 1), general patient information (sheet 2+3) and patient nutrition (sheet 4) have to be completed by the unit staff. Please also complete the first 4 columns of the "patient list and outcome evaluation". Repeat data collection on the next Thursdays until 21 patients are included in nD.ICU. Include each patient only once. Skip a patient if he/she has been included in nD.ICU in the previous week.

The patient list (outcome evaluation) is essential to ensure adequate outcome data 60 days after nutritionDay. Make sure you reach at least the quality criteria for data entry to receive the nutritionDay report (inclusion of 8 or more patients) 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 nD” and login to enter unit and patients' data. 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). Your unit report will be available after minimum entry of 8 patients (report will be instantly distributed after data analysis).

• 2 months after nutritionDay (outcome evaluation)

10) Collect & enter outcome data

Complete the unit patient list 2 months after nD and enter data into the nD online database. 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).

Data can be entered into the online database up to 6 weeks after outcome evaluation thereafter the database will be closed and your data cannot be included in the analysis anymore. Your unit report will be available End of April/May.

• 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 nD results” if needed. Think about possibilities to improve nutrition care in your unit or develop strategies to improve nutrition care.



Certificate



A certificate can be requested after successful participation. Please contact office@nutritionDay.org