

Checklist for project teams at wards

Screening (SNAQ or MUST):

- When should a patient be screened?
- When should follow-up screening be planned?
- Where to keep the screening results?
- Is computerisation of the screening process possible?
- Who is responsible for screening the patient?
- Who will communicate the results of screening to the other disciplines involved?
 - o Who will inform the diet aid
 - o Who will inform the facility department to change the menu
 - o Who will inform the dietician
 - o Who will inform the medical doctor

Treatment

In-between meals and protein and energy-enriched meals

- Are the meals and in-between meals according to the wishes of the ward and the patients?
- Who orders the energy- and protein enriched meals?
- When are in-between meals offered to the patient?
- Who offers the in-between meals to the patient and explains the goals of the diet?
- How to register patient's intake? And who is responsible?
- Do we need information material for patients?

Referral to dietician

- Establish the procedure how to refer a patient to a dietician
- Establish when to consult a dietician (preferably: within 24 h after hospital admission)
- Establish when the dietetic intervention should have been started (preferably: within 48 h after hospital admission)
- Provide written diagnosis and treatment goals of the dietician in the medical chart
- Take care of transfer of dietetic treatment after discharge from hospital

Weighing

- Define a hospital policy how often to weigh a patient
- Adapt this procedure to individual wards when necessary
- Take care of calibrated scales. Don't forget sitting scales
- Who is responsible for weighing the patients?
- Where are weights recorded?
- Which cut-off points should be used to take action after weighing a patient?

Intake

- Who monitors patients' intake?
- How often should intake be monitored?
- Which patients' intake should be monitored?
- Which method is used to monitor intake?
- Which actions should be taken after having calculated the results of intake?

Education

Goals: to create awareness for the problem of disease related malnutrition, to discuss the methodology, to point out (beneficial) effects of screening and treatment of malnutrition.

- Who will educate the disciplines involved
- Where to find a ready-to-use PowerPoint presentation of other material?
- When and how often are lessons needed?
- Other ways of transfer of knowledge: Campaign? Mailing? Publicity? Etc.

Roles and responsibilities

Define roles and responsibilities of:

- medical doctors
- nurses
- diet aids
- dieticians
- nurses with special focus at nutrition
- head of department
- facility department / kitchen

Process evaluations

Why?

- monitor improvements
- check whether predefined goals are met
- guarantee results

How: see <http://www.fightmalnutrition.eu/fight-malnutrition/implementation-strategies/>

When:

- 2 weeks after start of implementation
- 6 weeks after start of implementation
- 3 months after start of implementation
- 6 months after start of implementation
- Then every 6 months

Who:

- who performs the process evaluations
- where are the results of the individual wards collected and discussed
- how are the results of individual wards communicated to the hospital board