

Example: Multidisciplinary project team and agenda

Aim 1: Screen at least 90% all newly admitted patients on malnutrition

Aim 2: Treat at least 80% of malnourished patients adequately by the fourth day of hospital admission

Time frame: 1 year

Members and tasks:

- Manager: chair, reporting to hospital board
- Staff member: organisational matters
- Medical staff: representative for medical disciplines, dissemination of the project within own discipline
- Nursing staff: representative for medical disciplines, dissemination of the project within own discipline
- Dietician: day-to-day leadership, representative for dieticians
- IT-officer: responsible for implementation of instruments in electronic charts
- Facility manager: responsible for making changes to the hospital menu
- Diet aid: representative for diet aids, charged with daily implementation

Planning of meetings: (frequency, time, place):

Points to be discussed:

- Which screening instrument to use?
- Who should screen the patients, and what is the best moment to screen?
- What to do when a patient has a poor screening result? Who orders the enriched diet, who informs the medical doctor, who consults the dietician?
- What is the role of the different disciplines in the treatment of a malnourished patient: medical doctor, nurse, dietician, diet aid?
- How often do we weigh our patients and how do we standardise this measurement? At which weight(loss) should action be taken?
- Define extra consumptions and in-between meals for malnourished patients
- Discuss availability of (enough) diet aids, nurses and dieticians to run this project. If not enough, apply for more manpower with the hospital board
- Standardise the consultation process for dietetic referrals
- Standardise the treatment plan for patients 1. at risk of malnutrition and 2. malnourished patients
- Agree when and how often to measure the improvement **by process evaluations**
- Discuss financial consequences of the implementation project.
- Connect to other developments if available, e.g. short track surgery, pressure sore projects, IT projects
- Discuss use of ICT to enhance implementation

Responsibilities

- Write a plan of action and accompanying time-line
- Monitor the progress of the project, interfere when necessary
- Organise educational and feed-back meetings in own institution
- Facilitate the project
- Level possible barriers
- Stay in contact with project leaders from other hospitals

Communication and education plan:

- Publicity within the hospital, possibly outside the hospital?
- When and how often to educate the disciplines involved (medical doctors, nurses, diet aids, dieticians)
- Development of educational material for all disciplines as well as for patients