

## Step by Step guidance for nursing homes - How to receive a nutritionDay certificate

To receive the nD certificate for nursing homes 3 quality criteria have to be met:

1. Minimum of 8 residents have to be included in the audit per unit (this is also the minimum number required to receive a unit report)
2. Minimum of 60% of all residents present on nD have to be included in the nD audit.
3. Minimum of 80% of residents (which have participated in nutritionDay) have to be included in the outcome evaluation 180 days after nD.

A. To apply for the nD certificate login to the unit account using

Username: centrecode**nh**unitcode

Password: unitcode.

B. Please select "**Certificate**". (available only after outcome data entry)

Then complete the short questionnaire (9 questions) once for your registered centre and press "**Save**". Please note that the marked fields are obligatory.

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## Apply for nutritionday certificate

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### In my hospital unit/nursing home I am

- Unit Coordinator
- Centre Coordinator
- Nurse
- Member of the nutrition Team
- Physician
- Dietitian
- Administration and/or Quality Management
- Other:

C. After this, there are three possible scenarios:

1. All three quality criteria are reached:

If this applies to your unit it will be granted a certificate. In this case the first three lines in the certification process are answered with "yes". Please enter name of your centre and institution how they shall be indicated on the certificate. If you like you may also enter the name of a local nD coordinator in order to receive a personalized certificate.

ATTENTION: Before pressing "Save" make sure that all entries are correct (it is not possible to perform changes thereafter).

Unit Basic Data (Sheet 1)	Unit Basic Data ONCO (Sheet 1)	Patients Overview	Logout	REPORT ( R )	<b>Certificate ( C )</b>
<b>Patients Overview</b>					
Number of participants > 60% :		YES			
Outcome > 80% :		YES			
Actual Institution / Center-Name:	[REDACTED]				
Actual Unit-Name:	[REDACTED]				
<b>Change or enter in the fields below a new "Institution/Center Name" and "Unit Name". If desired enter also a "Local nutritionDay Coordinator Name":</b>					
Institution or Center Name:	<input type="text"/>				
Unit Name:	<input type="text"/>				
Local nutritionDay Coordinator Name:	<input type="text"/>				

Having completed the above steps, you have successfully requested a nD certificate for this unit. Your certificate will be provided twofold –one unit based and one personalized. Both will be available for download immediately in the respective unit account from the nutritionDay website.

Please enter a "Unit(Institution)" name in the fields below. For an additional personalized certificate enter the "Local nutritionDay Coordinator Name":

Unit Name:	<input style="width: 500px;" type="text"/>
Institution (Center Name):	<input style="width: 500px;" type="text"/>
Local nutritionDay Coordinator Name:	<input style="width: 300px;" type="text"/>
<input type="button" value="Save"/>	

In case more than one unit assigned to this centre has participated in nD in this year please login individually to each of your units and repeat the process as described above in point 1. In case your nursing home unit did not reach the defined quality criteria please follow the step by step guidance as indicated below under 2 or 3.

2. Criteria 1 and 2 are reached, criterion 3 "Minimum of 80% of residents are included in the outcome evaluation" is not reached

If this unit did not reach the desired quality criteria of including a minimum of 80% of residents in the outcome evaluation you will have the opportunity to add missing outcome data in order to reach limits of this criterion.

ATTENTION: missing data can only be added after outcome data entry and before database closure!!

Unit Basic Data (Sheet 1)	Unit Basic Data ONCO (Sheet 1)	Patients Overview	Logout	REPORT ( R )	<b>Certificate ( C )</b>
<b>Patients Overview</b>					
Number of participants > 60% :		YES			
Outcome > 80% :		LIMIT NOT REACHED			
Actual Institution / Center-Name:		[REDACTED]			
Actual Unit-Name:		[REDACTED]			
<b>Change or enter in the fields below a new "Institution/Center Name" and "Unit Name". If desired enter also a "Local nutritionDay Coordinator Name":</b>					
Institution or Center Name:		<input style="width: 90%;" type="text"/>			
Unit Name:		<input style="width: 90%;" type="text"/>			
Local nutritionDay Coordinator Name:		<input style="width: 80%;" type="text"/>			

- a. If it is not possible to include > 80% in the outcome evaluation (e.g. because the outcome Database is already closed) this quality criterion remains unreached and cannot be corrected for the respective year. A nutritionDay worldwide–guidance on how to receive a nD certificate

certificate for this unit cannot be provided. Please check if other units assigned to this centre have reached the quality criteria and can apply for a certificate. Please also bear in mind the quality limits for next year.

b. If it was possible to add missing data all three lines are now answered with "yes". In that case please follow part 1 of this step by step guidance to continue the download process.

3. The quality limits for minimum numbers of residents included on nutritionDay are not reached

- Minimum of 8 residents have to be included per unit
- Minimum of 60% of all residents present on nD have to be included in the nD audit.

Unit Basic Data (Sheet 1)	Unit Basic Data ONCO (Sheet 1)	Patients Overview	Logout	<b>Certificate ( C )</b>
<b>Patients Overview</b>				
<b>Number of participants &gt; 60% :</b>		<b>LIMIT NOT REACHED</b>		
<b>Outcome &gt; 80% :</b>		YES		
Actual Institution / Center-Name:		[REDACTED]		
Actual Unit-Name:		[REDACTED]		
<b>Change or enter in the fields below a new "Institution/Center Name" and "Unit Name". If desired enter also a "Local nutritionDay Coordinator Name":</b>				
Institution or Center Name:		<input type="text"/>		
Unit Name:		<input type="text"/>		
Local nutritionDay Coordinator Name:		<input type="text"/>		

If either the first, the second, or both of the above criteria were not reached by your unit, they cannot be corrected or changed for the respective year. However, we hope that your participation provided a relevant benefit to you and your institution and thank you very much for your participation. Please bear in mind the quality limits for your next participation in nutritionDay.