

CHECKLIST for Primary Care

10 steps to participate in nutritionDay

- 6 Months till 1 Week before nutritionDay
- 1 •Register and order Codes
- 2 •Follow national guidelines from the ethics committee
- 3 •Inform the team and determine responsibilities
- a week to 1 day before nutritionDay
- 4 •Preparation of Material
- at nutritionDay
- 5 •Data Collection
- After nutritionDay
- 6 •Data entry in the nDay database
- 7 •Check data and download report
- 6 months after nutritionDay
- 8 •Enter patients' outcome data
- 9 •Check data and download report
- Conclusion
- 10 •Interpretation & discussion and certificate

6 months to 1 week before nutritionDay

<p>1. Register and order codes</p>	<p>Register once at www.nutritionDay.org to participate. Choose any username and password for your personal “my nDay” account. You will automatically receive a confirmation email as soon as registration has been successfully completed. Your personal account will remain valid in the future!</p> <p>Order a center code (per practice/facility) by logging into your “my nDay” account with your username and password. Order a center code for your practice/facility with which you would like to participate.</p> <p>Order a doctor code for each participating healthcare professional HCP (including doctors, nurses, specialists, nutritionists) in your center. Assign the doctor/HCP code to a center. Please indicate your healthcare profession. The codes remain valid in the future. The code is assigned to a HCP and cannot be transferred. If new specialists take part next year, please order new codes for them.</p>
<p>2. Follow national guidelines from the ethics committee</p>	<p>The approval of the Ethics Committee of the Medical University of Vienna is available on our website and may be sufficient for your practice/institution to participate. Please also check ethical regulations in your country. You can find the</p>

	submitted protocol and the yearly ethical study approval from the Medical University of Vienna on our website!
3. Inform the team and determine responsibilities	Inform the practice team. Define a responsible nDay coordinator who will take over the preparation and coordination.
a week to 1 day before nutritionDay	
4. Preparation of materials	<p>Print/copy the questionnaires according to the average number of visiting patients in a day. <u>Print questionnaires front/back in one page.</u> Print patient consent form.</p> <p>Each sheet is already filled out by staff with center and doctor code</p> <p>Distribute the questionnaires/pencils at the registration desk when the patient arrives.</p>
On nutritionDay	
5. Data collection	<p><u>Patient sheet</u> (5 mins) is filled out by the patient in the waiting room (if necessary with the support of the medical staff).</p> <p><u>Doctor/HCP sheet</u> (2 mins) is filled out by the attending physician/HCP during the consultation.</p> <p>For each patient coming to visit the doctor give the printed sheet. Each sheet is already filled out by staff with center and doctor code and with patient number.</p> <p>Write down patient number and info in the OUTCOME sheet for EASIER future outcome data collection.</p> <p>The <u>patient outcome</u> is only to be recorded by medical staff using the patient file 6 months after nDay (see point 9 Patient Outcome). Keep the completed questionnaires and outcome sheet at your doctor's office.</p>
After nutritionDay	
6. Entering the data into the nDay database	<p>Go to "my nDay" and log in with your assigned "Data Entry Code" and the "Doctor Code" (Data Entry Code) to enter the nutritionDay data collected in Primary Care.</p> <p>Data Entry Code = CenterCodePCDoctorCode</p>
7. Check Data & Download Report	Check the data for accuracy and completeness immediately after data entry. Download your practice results report. This will be available upon outcome entry.
6 months after nutritionDay (evaluation)	
8. Fill out patient outcome	The patient outcome (outcome sheet) must only be recorded by the medical staff using the patient file after 6 months and enter it online in the nutritionDay database.

<p>9. Check data and download report</p>	<p>Check the data for accuracy and completeness immediately after data entry. Download your results report including outcome data.</p>
<p>In conclusion</p>	
<p>10. Interpretation & discussion and certificate</p>	<p>Discuss the results of your facility/practice within your team. Think about ways to improve nutritional care in your doctor's office. After successful data entry, you will receive a certificate for participation in nutritionDay in Primary Care.</p>