


Now:

<p>1. Visit the website</p>	<p>www.nutritionday.org _click on "register" and register to participate in nutritionDay on January 29th 2009</p>	<p>You will receive a confirmation email once this has been successfully processed.</p>
<p>2. Click on "getting started" on the website</p>	<p>For help, look under the "step-by-step guidance" tab and click "registration".</p>	<p>This will provide step by step details as required by your institution</p>

2 months before nutritionDay

<p>3. Inform local managers, key clinicians and unit team & apply for ethics approval if required</p>	<p>An example of the ethics approval from the Medical University of Vienna is available under "getting started" – "ethics"</p>	
<p>4. Order codes for your hospital or ICU ward.</p>	<p>Login via homepage, register your centre and associated units. Ensure you have a code for each unit participating.</p>	<p>Follow the „step-by-step guidance for code order“. If you have participated in nutritionDay before then existing codes remain valid.</p>

1 month before nutritionDay

<p>5. Conduct a trial for 1 patient.</p>	<p>Click on "questionnaires" on the website, print 1 copy of the necessary questionnaire. Trial this questionnaire on 1 patient.</p>	<p>Discuss this trial with all unit staff to ensure that everyone understands the procedure for nutritionDay</p>
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1 week before nutritionDay

6. Prepare resources for the day	1. print adequate questionnaires & Patient Info Consent forms for number of patients
	2. determine who will distribute and collect questionnaires
	3. ensure pencils etc are available for patients to complete questionnaires

1 day before nutritionDay

7. Get patient consent	Provide patients with Info/consent forms and collect forms once completed. Ask for support from relatives/ friends of patients to complete questionnaires. For ICU placard the announcement to inform relatives and visitors.
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nutritionDay

8. Data collection	Distribute questionnaires, assist patients where necessary, collect completed forms. Don't forget the unit sheet and patient list. Patient list is essential to ensure adequate outcome data.
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after nutritionDay

9. Enter data	Click on "data", under "electronic data transfer", select your institution, "login" and enter data. For help, go to "data entry" under "getting started" and follow the step-by-step guidance.
10. Collect outcome data	Complete the unit patient list (started on nutrition day) <ul style="list-style-type: none">• 30 day outcome for nutritionDay in hospitals• 60 day outcome for nutritionDay in ICU