

Appendix 1: Nutrition Standards Implementation Checklist

The purpose of this checklist is to guide implementation of the [Nutrition Standards for Consumers of Inpatient Mental Health Services in NSW](#) (“the Nutrition Standards”). It can be used in conjunction with the [Nutrition Care Policy Implementation Checklist](#). It provides an overview of the key elements required to meet the Nutrition Standards. It includes an outline of the supporting tools and/or resources that are available in the toolkit. It also provides additional links to other useful information and make suggestions about tools / resources that could be developed locally.

TOOLKIT PART 2: GOVERNANCE AND LEADERSHIP						
Nutrition Care Policy Element	Key Elements Required to Meet the Nutrition Standards	Tools and Resources Available in the Toolkit	Suggested Tools / Resources (that could be developed) or Useful Links	Current Compliance Status		
				Not Started	Partially Completed	Completed
1. Policy and Governance	<p>An LHD/ Network committee responsible for nutrition care and food is in place and the terms of reference (TOR) includes:</p> <ul style="list-style-type: none"> • Mental Health representation • Consumer and/or Carer representation • Responsibility for overseeing the implementation of the NSW Health Nutrition Care Policy • Responsible for conducting a LHD / Network review and developing an action plan for implementing the Nutrition Standards for Consumers of Inpatient Mental Health Services in NSW • Endorsement of a Menu Review Sub-Steering Committee to assist with realignment of menus for the LHD / Network <p>Suggestion</p> <ul style="list-style-type: none"> • Links to the NSW Health Nutrition and Food Committee and ACI Nutrition Network 	<p>Appendix:</p> <ul style="list-style-type: none"> • 2: LHD Agenda Template • 3: LHD TOR Template • 4: Local / Facility Agenda Template • 5: Local / Facility TOR Template • 6: Engaging Consumer / Carer • 7: Nutrition Care Policy Accreditation Mapping • 8: Menu Review Process – Roles of Key Stakeholders 	<p>Useful Links:</p> <ul style="list-style-type: none"> • Physical Health Care within Mental Health Services Policy (PD2009_007) • Physical Health Care of Mental Health Consumers Guidelines (GL2009_007) • The Patient Nutrition Care Journey document • The Patient Nutrition Care Journey presentation • ChOICES: The Patient Menu Selection Process document • ChOICES: The Patient Menu Selection Process presentation 			

Continued on page 13

TOOLKIT PART 2: GOVERNANCE AND LEADERSHIP - CONTINUED

Nutrition Care Policy Element	Key Elements Required to Meet the Nutrition Standards	Tools and Resources Available in the Toolkit	Suggested Tools / Resources (that could be developed) or Useful Links	Current Compliance Status		
				Not Started	Partially Completed	Completed
1. Policy and Governance (continued)	<p>A site/facility governance framework - a specific committee for nutrition care and food; or “Nutrition Care and Food” is included in an existing and appropriate local site meeting:</p> <ul style="list-style-type: none"> • Reports to the LHD level committee • Responsible for conducting a facility review and developing an action plan for implementing the Nutrition Standards for Consumers of Inpatient Mental Health Services in NSW in conjunction with direction from LHD / Network Nutrition Care Committee • Consumer and/or Carer representation • Mental Health representation if existing meeting • Food Service representation (including menu design when required). <p>Suggestion</p> <ul style="list-style-type: none"> • Links to the ACI Nutrition Network – Nutrition in Hospitals Committee 	<p>Appendix:</p> <ul style="list-style-type: none"> • 2: LHD Agenda Template • 3: LHD TOR Template • 4: Local / Facility Agenda Template • 5: Local / Facility TOR Template • 6: Engaging Consumer / Carer • 7: Nutrition Care Policy Accreditation Mapping • 8: Menu Review Process – Roles of Key Stakeholders 	<p>Useful Links:</p> <ul style="list-style-type: none"> • Physical Health Care within Mental Health Services Policy (PD2009_007) • Physical Health Care of Mental Health Consumers Guidelines (GL2009_007) • The Patient Nutrition Care Journey document • The Patient Nutrition Care Journey presentation • ChOICES: The Patient Menu Selection Process document • ChOICES: The Patient Menu Selection Process presentation 			

Continued on page 14

TOOLKIT PART 2: GOVERNANCE AND LEADERSHIP - CONTINUED

Nutrition Care Policy Element	Key Elements Required to Meet the Nutrition Standards	Tools and Resources Available in the Toolkit	Suggested Tools / Resources (that could be developed) or Useful Links	Current Compliance Status		
				Not Started	Partially Completed	Completed
2. Nutrition Screening	Screening and monitoring to identify people at nutritional risk from protein energy malnutrition as well as metabolic syndrome and/or Type 2 diabetes mellitus		Useful Links: <ul style="list-style-type: none"> • Dietitians Association of Australia Evidence Based Practice Guidelines for the Nutritional Management of Malnutrition in Adult Patients Across the Continuum of Care • Metabolic Monitoring Clinical Documentation Module (IB2012_024) • Type 2 Diabetes Risk Assessment Tool (AUSDRISK) 			
3. Nutrition Assessment	Access to Dietitians and Speech Pathologists for people with higher and special nutritional needs (for example – staff onsite, a referral system/process, access to a consultant)		Suggested tools/resources: <ul style="list-style-type: none"> • Standardised key reasons for referral to Dietitians and/or Speech Pathologists in Mental Health facilities • Mental Health Dietitian and Speech Pathologist future staffing planning profiles to meet consumer needs 			

Continued on page 15

TOOLKIT PART 3: NUTRITION STANDARDS – EDUCATION AND INFORMATION

Nutrition Care Policy Element	Key Elements Required to Meet the Nutrition Standards	Tools and Resources Available in the Toolkit	Suggested Tools / Resources (that could be developed) or Useful Links	Current Compliance Status		
				Not Started	Partially Completed	Completed
1. Policy and Governance 8. Staff Education and Training	Information is available for consumers/ carers about : <ul style="list-style-type: none"> • The menu and food services • Nutrition care in hospital • Healthy eating 	ACI Website: <ul style="list-style-type: none"> • Nutrition Standards for consumers of inpatient mental health services in NSW - Presentation and Speaker Notes • Nutrition Standards for consumers of inpatient mental health services in NSW: A guide for consumers and Families Factsheet • Introducing the ACI Nutrition Standards for Consumers of Inpatient Mental Health Services in NSW Factsheet 	Suggested tools/resources: <ul style="list-style-type: none"> • Short education sessions/ e-learning e.g. nutrition care in hospitals, healthy eating etc. Useful Links: <ul style="list-style-type: none"> • Australian Dietary Guidelines and Australian Guide to Healthy Eating • Get Healthy: Information and Coaching Service • ACI Food and Nutrition in NSW Hospitals Factsheet and Brochure • HealthShare NSW Guidelines for Bringing Occasional Food to Patients Factsheet and Brochure 			
	Information is available for staff about the Nutrition Standards for Consumers of Inpatient Mental Health Services in NSW	As above	As above			

Continued on page 16

TOOLKIT PART 3: NUTRITION STANDARDS – EDUCATION AND INFORMATION – CONTINUED

Nutrition Care Policy Element	Key Elements Required to Meet the Nutrition Standards	Tools and Resources Available in the Toolkit	Suggested Tools / Resources (that could be developed) or Useful Links	Current Compliance Status		
				Not Started	Partially Completed	Completed
1. Policy and Governance 8. Staff Education and Training	Information is available for staff and consumers/carers about purchasing food from external sources (vending machines, take-aways, cafes, restaurants, supermarkets etc.)		<p>Suggested tools/resources:</p> <ul style="list-style-type: none"> Local guideline on purchasing / bringing in external food sources and their storage / management Examples of strategies/ initiatives for staff to assist consumers to make healthier external food choices <p>Useful Links:</p> <ul style="list-style-type: none"> Queensland Health Mental Health Nutrition Education Materials Online (NEMO) Action Based Resources Dietitians Association of Australia (DAA) DINER Mental Health and Nutrition and Dietetics Information (MHANDi) resources (note only DAA members have access) HealthShare NSW Guidelines for Bringing Occasional Food to Patients Factsheet and Brochure 			

Continued on page 17

TOOLKIT PART 4: MENU DEVELOPMENT

Nutrition Care Policy Element	Key Elements Required to Meet the Nutrition Standards	Tools and Resources Available in the Toolkit	Suggested Tools / Resources (that could be developed) or Useful Links	Current Compliance Status		
				Not Started	Partially Completed	Completed
5. Planning and Delivery of Food and Fluids	<p>The general menu meets the nutrient goals and minimum standards and the needs of the local population</p> <ul style="list-style-type: none"> • Choice of foods/fluids • Variety – within meals, days and menus • The length of the menu cycle considers the average LOS • The meals offered on the menu consider the cultural profile of consumers and takes into account the opinions of consumers • Different serve sizes are available 	<p>Appendix</p> <ul style="list-style-type: none"> • 8: Menu Review Process – Roles of Key Stakeholders • 9: Site or LHD / Network Information - Nutrition Care and Food Service Data Checklist • 10: Nutrient and Minimum Menu Choice Checklist and Banding Ready Reckoner • 11: Example Menus 	<p>Useful Links:</p> <ul style="list-style-type: none"> • Test menus included in the Nutrition Standards (pages 23-24) 			
	<p>There is early and ongoing consultation with all local stakeholders and the local governance committee throughout each stage of menu design to approval</p>	As above				
	<p>Menu revision process includes consideration of patient satisfaction survey results (i.e. food presentation, appearance, taste)</p>	As above	<p>Useful links:</p> <ul style="list-style-type: none"> • NSW Health Adult Admitted Patient Survey (Bureau of Health Information) 			
	<p>Food provided as part of BBQs, ADL kitchens, rehab cooking programs and lunch packs meets the nutrient goals and minimum standards</p>	As above	<p>Suggested tools/resources:</p> <ul style="list-style-type: none"> • Local guideline on other food provided as treatment and rehabilitation process • Example recipes for cooking sessions or ADL kitchen that have been nutritionally assessed 			

Continued on page 18

TOOLKIT PART 4: MENU DEVELOPMENT - CONTINUED

Nutrition Care Policy Element	Key Elements Required to Meet the Nutrition Standards	Tools and Resources Available in the Toolkit	Suggested Tools / Resources (that could be developed) or Useful Links	Current Compliance Status		
				Not Started	Partially Completed	Completed
5. Planning and Delivery of Foods and Fluids (continued)	Meal service times meet the needs of consumers and the facility: <ul style="list-style-type: none"> • Supper is served no more than 12 hours prior to breakfast • Mid meals are evenly distributed between main meals 	Appendix <ul style="list-style-type: none"> • 12: Site or LHD / Network Information - Nutrition Care and Food Service Data Checklist 	Suggested tools/resources: <ul style="list-style-type: none"> • Local guideline that includes access to food for consumers after hours, additional food; large serves and meal times. 			
	Food for consumers can be accessed after hours; require additional food as hungry or require large serves	As above	As above			
	Adequate food and fluids are available to minimise the need for oral nutrition supplements		Suggested tools/resources: <ul style="list-style-type: none"> • Local guideline for when a consumer appears to have an inadequate oral intake (i.e. food charts, check intake history, medical reasons, food preferences) 			
	Meals are served in a manner consistent with food safety regulations.		Useful Links: <ul style="list-style-type: none"> • NSW Food Authority 			
	The meal selection process allows consumers to choose their meal within the facility's framework and examples on how this can work in different settings e.g. cafeteria, print menus and food preferences	Appendix: <ul style="list-style-type: none"> • 11: Example Menus 	Useful Links: <ul style="list-style-type: none"> • ChOICES: The Patient Menu Selection Process document (page 24 – 25 mental health scenario) • ChOICES: The Patient Menu Selection Process presentation 			

Continued on page 19

TOOLKIT PART 4: MENU DEVELOPMENT - CONTINUED

Nutrition Care Policy Element	Key Elements Required to Meet the Nutrition Standards	Tools and Resources Available in the Toolkit	Suggested Tools / Resources (that could be developed) or Useful Links	Current Compliance Status		
				Not Started	Partially Completed	Completed
6. The Meal Time Environment	Cutlery and serving ware that is appropriate for the population is used (e.g. adaptive aids, modified cutlery and drinking devices) and assistance to open packets is provided where needed		Suggested tools/resources: <ul style="list-style-type: none"> Local guideline on meal time support and supervision 			
7. Provision of Assistance to Eat and Drink	Consumers needs are meet in relation to adequate time to consume meals, assistance with eating and drinking, consumer safety and type of unit/facility e.g. forensic vs rehabilitation		Suggested tools/resources: Local guideline on meal time support and supervision			
9. Evaluation	There is a process in place to determine consumer satisfaction with food and nutrition care		Useful links: <ul style="list-style-type: none"> NSW Health Adult Admitted Patient Survey (Bureau of Health Information) Suggested tools/resources: <ul style="list-style-type: none"> Consumer satisfaction survey Local guideline on patient satisfaction survey process (i.e. how often, who's role and considerations in Mental Health) 			
	Evaluation results are shared with consumers and staff and used to improve services (e.g. newsletters, meetings, intranet sites, information for consumers/carers, changes to the menu)		Suggested tools/resources: <ul style="list-style-type: none"> Local Nutrition Care intranet page Local Nutrition Care internet page 			