

Becky Dorner & Associates Consulting New Facility Set Up

Prior to First Visit

1. Set up contact information in Facility notebook. What is best way to communicate when I'm not in the facility (email, phone, or fax)?
2. Set up your first visit and a time to meet with key facility staff.

First Visit

1. Tour facility and meet key staff. Learn where key information is located.
2. Meet with key facility staff and gather information below.

Key Staff

Provide your contact information (including email addresses), and collect theirs:

1. Administrator, DON, DM, MDS nurse, Medical Director, any other key staff
2. Send a copy of these contacts to Joni at the office
3. Put a copy in the Facility notebook

Clinical Questions:

Communications:

1. Where is my mailbox (or other area for passing information)?
2. Who will provide the following to me and how will I receive them?
 - a. Pressure Ulcer report
 - b. List of new/re-admissions
 - c. POC lists
 - d. MDS schedule
 - e. Referrals or physician orders for diet consults
3. What kind of referral system is in place for referrals to RD/DTR?
4. What is the system for communicating recommendations from RD/DTR?
5. Where is the fax machine? (Do I need any codes to use it?)

Electronic Medical Records:

1. Obtain your passwords and be sure that IT has set you up to use the system.
2. Who inputs the MDS? How? What is the system?
3. Set up training session.

Responsibilities for Clinical Care:

1. Review the addendums to the contract and discuss who is responsible for what. For example, assure that the DM will obtain food history/preferences, collect the basic information for the nutrition assessment/progress notes, etc. And the DON will assure that the

RD/DTR receives new/readmissions, referrals for pressure ulcers, etc. The Administrator will notify the RD/DTR when surveyors are in the building and provide a copy of the survey report, etc.

2. Meetings:
 - a. Does the DM attend POC meetings and refer information to the RD?
 - b. Is there a weight/high risk meeting? Who goes?
3. Weights:
 - a. Who is responsible for taking and tracking the weights?
 - b. What is the current system in place for weight tracking?
 - c. How are weekly and monthly weights communicated to the team, family, physician?
4. Nutrition Interventions:
 - a. What is formulary preferred for tube feedings?
 - b. What oral nutritional supplements are used? Is there a Med Pass 2.0 program?
 - c. What are snacks and when are they passed?

Dining/Food Service Questions:

Dining:

1. Are they happy with the current dining program? Are there changes planned?
2. Who does meal rounds?
3. Are there any concerns with rehabilitation related to dining and/or independence in eating? Assistance at meal time?

Food Service:

4. Is there a union? (If yes, is there anything in particular I need to know?)
5. Are there any cost concerns?
 - a. What is the current PPD?
6. Which vendors do you use?
7. What menu do you use?
 - a. What diets are currently used?
8. Who does sanitation checks?
9. What kind of staff training/in-services are needed?