

## Checklist for Dietary Manager Working Remotely with RD

**Prior to Nutrition Risk Weekly meeting, please email to the RD**

▶ **Follow proper HIPPA guidelines**

- Meal intake report
- Other needed information RD is not able to access via EHR \_\_\_\_\_

**Please be prepared to have a scheduled weekly call with your RD and have the following items prepared in advance. Weekly call is set for \_\_\_\_\_**

- List of high risk new admissions
  - At risk for possible malnutrition
  - Enteral Feedings
  - Parenteral Feedings
  - Dialysis
  - Pressure ulcers
  - Poor oral intakes
- Any new updates on admissions/discharges
- RD Consults, patients or family members requesting to speak with RD (may need to check RD communication box at facility)
- Significant weight changes
- “*Remote Set of Eyes*” Audit results from previous week
  - Copy of Audit and/or photos sent
  - If facility is not performing an infection control audit, provide information on in-room and communal dining practices, isolation trays, residents needing meal assistance (Discuss with Administrator)
- If needed any menu changes for the week, staffing shortages, food/supply shortages and challenges staff is facing in procuring necessary supplies
- Other items needed \_\_\_\_\_