

Facility Procedure

Title: Nutrition-At-Risk Subcommittee Documentation

Date: January 2013

Responsibility: Dietary Manager/Diet Tech or designee

Supplies Needed: Binder (to contain **ALL** Subcommittee documentation, including meeting attendance sheets and list of resident cases reviewed; **in non-Matrix facilities, the binder must also include all completed NAR Observation forms**)

Procedure Document Required: Nutrition-At-Risk Observation

Procedure:

1. The Dietary Manager/Diet Tech will identify the cases to be reviewed at the scheduled **weekly NAR Meeting** and will enter relevant data item(s) on the NAR Observation by opening the NAR Observation in Matrix or using a hard-copy of the Matrix Observation, to include:
 - a). NAR Review Date;
 - b). Reason(s) for NAR Subcommittee Review;
 - c). Date of Last Braden;
 - d). Score of Last Braden;
 - e). Date of Last Dietitian Visit;
 - f). Date of Last Albumin;
 - g). Last Albumin Value;
 - h). Current Weight;
 - i). Current Height;
 - j). Current Diet Order;
 - k). Current Supplements Ordered
 - l). Current nutritional care plan approaches in place.

2. The Dietary Manager/Diet Tech will arrange the reviews in a priority order to assure that high-priority case reviews (**i.e. new admissions, readmissions, chewing/swallowing problems, weight losses, weight gains, refusals to eat, non-compliance with diet, wounds and tube-feeders**) are handled by the subcommittee first, with the additional case review types to be completed in the remainder of the one-hour allocation for the weekly meeting.

3. The Subcommittee will identify a **data recorder** to complete the NAR Observation to identify its decision(s) to include:
 - a). recommendations made {(√) all that apply};
 - b). confirmation of physician notification;
 - c). confirmation of family notification;
 - d). care plan action(s) required;

e). signature and date.

4. **In non-Matrix facilities**, the Dietary Manager/Diet Tech will file the completed NAR Observation forms in a centralized binder as a record of subcommittee actions.