

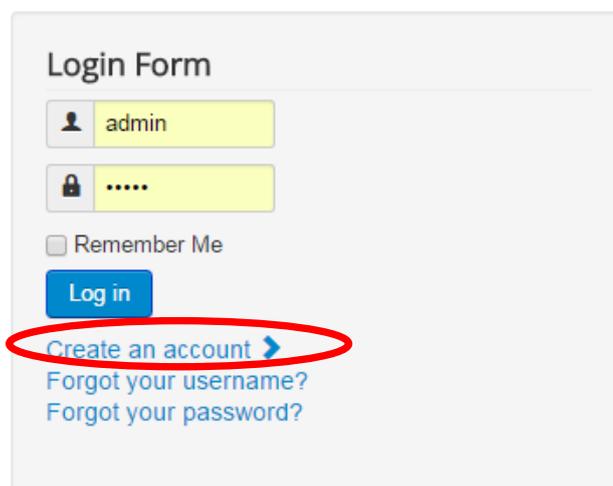
The BAPEN Nutritional Care Tool

Introduction

The BAPEN Nutritional Care Tool was launched in June 2015. This has been designed to help organisations measure the quality of nutritional care provided, to detect variation, identifying areas of excellent practice which can be shared with areas where improvements are required. The tool is freely available to all organisations (hospitals and care homes). Each organisation is asked to identify one person who will be the co-ordinator. Details of how to sign up are outlined below.

1. Register yourself for the site

- Go to <http://www.sego.nhs.uk/sandbox/bapen> (please note this is NOT the final URL for the site but all information you enter here will be saved and transferred when the site goes 'live')
- Under the 'Login form' on the right of the screen, click 'Create an account'



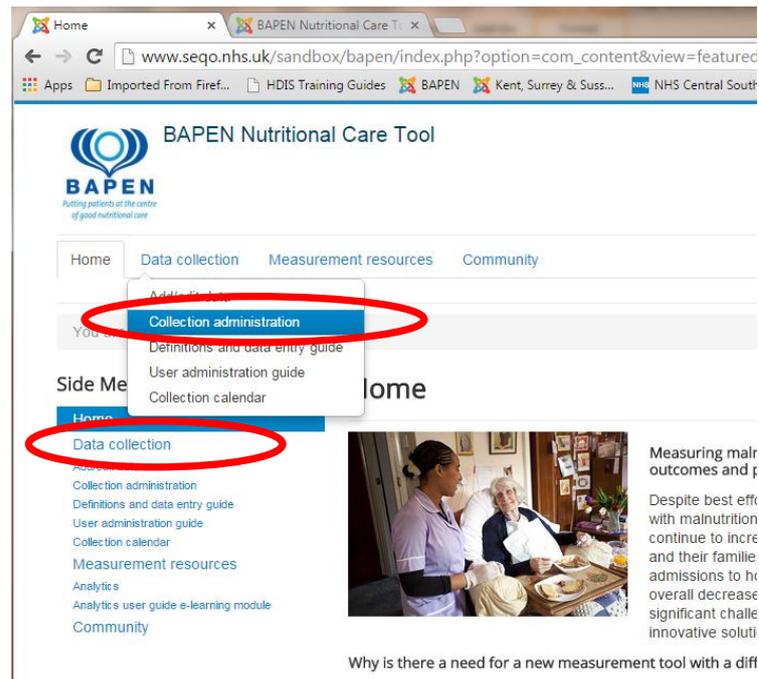
The image shows a 'Login Form' with the following elements:

- Username field: admin
- Password field: masked with dots
- Remember Me checkbox: unchecked
- Log in button: blue
- Create an account link: blue, circled in red, with a right-pointing arrow
- Forgot your username? link: blue
- Forgot your password? link: blue

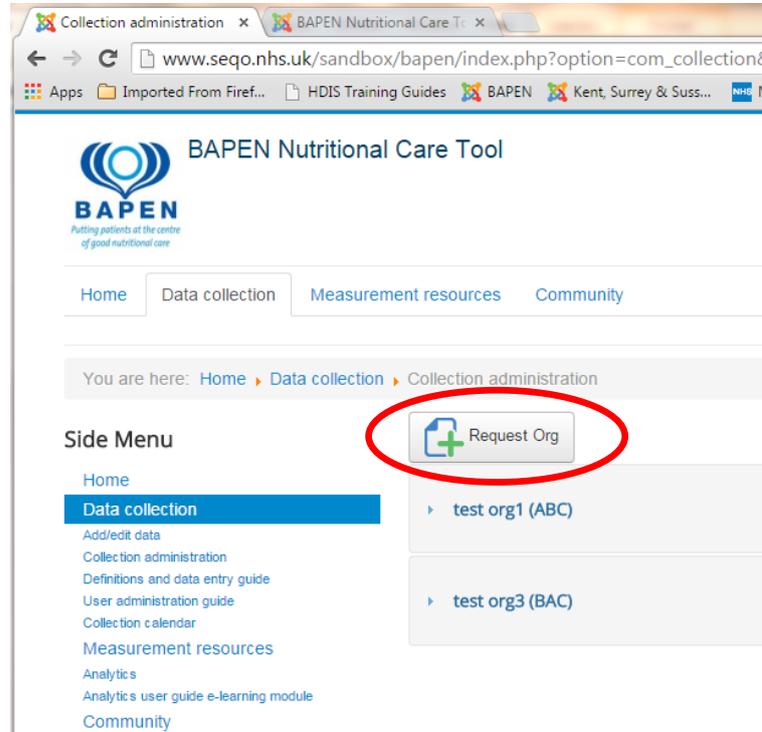
- Fill in the User Registration form ensuring you provide a valid e-mail address. Click the 'Register' button.
- You will be sent an e-mail with an activation link; click on this to activate your account.
- You are now registered with the site and can log-in to see all relevant menu items (non-registered viewers can only see some menu items).

2. Sign your organisation up for data collection

- Log in to 'BAPEN Nutritional Care Tool' site using the 'Login Form' to the right of the screen and details you registered with (click on the relevant links if you have forgotten user name or password).
- Navigate to 'Data Collection' on either the top or side menu and then to 'Collection Administration'



- You will see a screen with a button on as shown below. You may also see some other organisation names; these are likely to be just test data and can be ignored. This is where you request to register your organisation for data collection when it begins. To do this, click on the 'Request org' button.



- You will be taken to a form to record initial **organisational** sign-up details. This only needs to be done **once** for each organisation. Once the form is completed click the 'Submit' button; a short thank you message will be shown.

BAPEN Nutritional Care Tool (NCT) co-ordinator sign-up form. The form includes the following fields and options:

- Organisation name *
- BAPEN Nutritional Care Tool (NCT) co-ordinator name *
The BAPEN NCT co-ordinator acts as the point of contact for the BAPEN NCT tool and administers access for other users on behalf of the organisation
- BAPEN NCT co-ordinator e-mail address *
A generic e-mail address (e.g. info@anywhere.net) can be used, but must be accessible by the BAPEN NCT coordinator
- Organisation type (tick all that apply) *
 - Acute hospital
 - Integrated organisation (acute & community)
 - Integrated organisation (mental health & community)
 - Community care
 - Mental Health
 - Nursing Home
 - Residential Home
 - Other
- Does your organisation have a nutrition steering committee? *
 - Yes
 - No
- Does your organisation have a nutrition support team? *
 - Yes
 - No
- Does your organisation employ any specialist nutrition support nurses? *
 - Yes
 - No
- If yes, how many support nurses does your organisation employ? *
Enter only whole numbers or leave blank if not applicable
- Does your organisation offer education or training in the following areas? (tick all that apply) *
 - Nutritional needs and indications for nutrition support
 - Options for nutrition support (oral, enteral and parenteral)
 - Ethical and legal concepts
 - Potential risks and benefits
 - When and where to seek expert advice
- How do you currently audit the quality of nutritional care delivered in your organisation (please tick all that apply) *
 - Regular audits of screening
 - Regular audits of nutritional care plans
 - Use of 'flag and tag' facility in the NHS Safety thermometer (please provide details)
 - Tracking of nutritional outcomes (e.g. changes in weight)
 - Audits of intentional rounding (if nutrition is included)
 - Other (please give details below)
 Enter and additional information in the text box below
- Additional audit details ⓘ
- Are your audits of nutritional care: *
 - Paper based
 - Electronic (please state system used)
 - N/A
- Audit data collection system if electronic
- Submit

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- That is everything you need to do! The data you submit via the form shown above is then used by the site administrators to set up the organisation as a data collector and the named BAPEN Nutritional Care Tool co-ordinator as the lead for that organisation. If the site administrators have any questions they will use the supplied e-mail address to get in touch with you for clarification, so please check the e-mail account regularly if it not your personal one.
- If you have any problems completing this process please e-mail: info@qualityobservatory.nhs.uk