

## Responsibility for the appropriate provision of Oral Nutritional Supplements (ONS)

### SENIOR CHARGE NURSE

- Ensuring that there is a process in place in their own ward area to ensure nutritional supplements are distributed to patients.
- Monitor the process as part of the ward rolling programme of audit.

### REGISTERED NURSE

- Carry out Nutritional Screening (MUST) within 24hrs of admission & weekly thereafter.
- Make referral to the **Dietitian** if required (MUST score  $\geq 2$ )
- If swallowing difficulties, refer to Speech and Language Therapist

### DIETITIAN

- Assess patient & formulate treatment plan
- Liaise with **nurse** & other members of the MDT as appropriate
- Identify if ONS is clinically indicated, meets ACBS criteria & make appropriate recommendations
- Record the recommended ONS for each patient on the **Nutritional Information Board** in the ward pantry and patients **Bed Board**
- Complete the **Dietetic Recommendations Chart**
- Document actions in the '**MUST Multidisciplinary Care Plan**'

### REGISTERED NURSE

- Commence '**MUST Multidisciplinary Care Plan**'

### REGISTERED NURSE

- Commence documentation of oral nutritional supplements intake on '**Nutritional Intake Record Chart**'

### DIETITIAN

- Liaise with **Catering** Staff/ Diet Cook
- Document patient details on electronic **Food Fluid & Nutritional Prescribing system**
- Hand write supplement labels for forthcoming mealtimes if required.

### CATERING

- Print supplement labels for each item daily
- Affix named patient labels to each individual supplement/ snack
- Prepare supplements for transport at every mealtime, ensuring Best Before Date (BBD) is checked prior to issue.
- Place supplements on top of corresponding ward trolley

### DOMESTIC STAFF/ HOUKEEPERS

- Remove supplements/ snacks from the meal trolley when it arrives on the ward and place them in the fridge/ ward pantry as appropriate

### REGISTERED NURSE/HCSW

- Issue prescribed ONS to individual named patients at the appropriate time and in the appropriate consistency, outwith mealtimes, ensuring BBD is checked prior to issue.
- Assist and encourage the patient to take the prescribed supplement as required
- Document that the patient has been given their supplement on the '**Nutritional Intake Record Chart**'.
- Monitor and document how much of the supplement has been consumed, likes/ dislikes etc. on the '**Nutritional Intake Record Chart**'
- Feedback tolerance/ intake to the **Dietitian/ Dietetic assistant Practitioner/ Dietetic Support Worker**
- Maintain up to date information in the '**MUST Multidisciplinary Care Plan**'
- Return any supplement not issued to the **Catering** department, with the identification label intact.
- Inform **Catering & Dietetics** if the patient transfers ward or is discharged to allow for ONS to be sent to the correct ward/ supply be given for discharge etc.