



## Facility Communication Plan for Remote Work

- Designate a person in the facility the consultant will check in with (via email or phone call) at the beginning of the consultant's regular visit day.
  - Consultant will ask facility contact about resident concerns to consultant and other pertinent information that may be identified from inhouse meetings (stand-up/down meetings).
  - Consultant will request information needed to complete nutrition documentation (items that may not be in the EMR: wound report, labs, physician progress notes, missing height/weights, need for reweighs, hospital admission paperwork, resident and/ or family phone numbers, etc.). If this information is not available complete assessments with the information available.
- Verify day and time of risk meetings. Facility and consultant will determine best method for including consultant in meeting (skype, FaceTime, phone call via speakerphone, Zoom).
- Determine how individual nutrition recommendation will be communicated to facility staff/physician (i.e., PCC secured messaging, emailing of recommendations to DON or nursing staff).
- Determine method for resident consultation as needed (phone call, Skype, Face Time)
- Determine method for consultant to contact speech therapist with concerns and identification of signs and symptoms of swallowing difficulties
- Send consultant reports to staff members usually receiving reports after onsite visits utilizing consultant's Dietary Solutions business email account.
- Email reports to Dietary Solutions utilizing consultant's Dietary Solutions business email account. Keep all physical copies of reports to place in Consultant Notebooks on next onsite visit.

Facility Name: \_\_\_\_\_

Designated facility contact person for consultant: \_\_\_\_\_

Method of check-in to facility check-in person: \_\_\_\_\_

Consultant contact information (phone and email): \_\_\_\_\_

Dietary Solutions contact information: 614-985-6567

Date and time of risk meeting: \_\_\_\_\_

Method for including consultant in risk meeting: \_\_\_\_\_

System for communication of nutrition recommendations: \_\_\_\_\_

Staff to receive copy of consultant reports (list all):

Administrator: \_\_\_\_\_

DON: \_\_\_\_\_

Dietary Manager: \_\_\_\_\_

Others: \_\_\_\_\_