International Dysphagia Diet Standardisation Initiative (IDDSI) Implementation Checklist (Ireland)

This checklist has been developed to guide all relevant members of the multidisciplinary team tasked with implementing the International Dysphagia Diet Standardisation Initiative (IDDSI) Framework. Please note that implementation requirements will be different in healthcare settings and not all actions listed in this guide will be necessary and /or applicable. Order of actions undertaken will also need to be prioritised based on the local setting.

Actions Required	Additional Notes	Useful Resources ***Resources are available at present All other resources listed are currently under development and will be available soon
Set up a multidisciplinary IDDSI implementation group	Suggested membership: Speech and Language Therapists, Dietitians, Nurses (Acute, Paediatrics, Older Persons, PHNs, Mental Health & Intellectual Disability), Health Care Assistants, Catering Staff, Chefs, Medical (hospital consultant, GP for Nursing home /residential care site), Pharmacy, Patient representative	- HSE Implementation Toolkit
Agree governance / reporting structure for the group	Suggested governance arrangements : - Acute Hospitals - Nutrition and Hydration Steering Committees and Hospital Managers - Nursing Homes (Public and private facilities)– Nurse Manager/General Manager - Community Residential/Intellectual	- *HSE Implementation Plan - HSE Implementation Toolkit

Actions Required	Additional Notes	Useful Resources ***Resources are available at present** All other resources listed are currently under development and will be available soon
	Disability/Mental Health – General Manager /Nurse Manager , Community Services Manager, Disability Network Manager	
Familiarise yourself with IDDSI and ensure access to IDDSI website	Resources highlighted to get started	- HSE Implementation Toolkit - Irish Association Speech and Language Therapists (IASLT) & Irish Nutrition and Dietetic Institute (INDI) Comparison Document: IDDSI and Irish Consistency Descriptors for Modified Fluids and Food Consensus Document (2009) - *IDDSI complete framework document https://iddsi.org/Documents/IDDSIFramework-CompleteFramework.pdf - *IDDSI testing methods https://iddsi.org/Documents/IDDSIFramework-TestingMethods.pdf - HSELanD Modules- What is IDDSI? & Comparison of 2009 Irish Descriptors vs. IDDSI - Frequently Asked Questions (FAQs)

Actions Required	Additional Notes	Useful Resources **Resources are available at present All other resources listed are currently under development and will be available soon
		for staff - Patient Information leaflet - *'Change to IDDSI Safety Information' Poster
Notify senior management /Quality and patient safety division/Risk Management that this change is occurring, outline timing for change and any resource implications	Get buy in for training required Review HSE implementation toolkit and disseminate resources to relevant staff groups	- HSELanD training modules-What is IDDSI? & Comparison 2009 Irish Descriptors vs. IDDSI - * 'Change to IDDSI Safety Information' Poster
Ensure your syringes are IDDSI compliant	Link with supplies	- *IDSSI information on syringes http://ftp.iddsi.org/Documents/FAQs_IDDSI_TESTING_DRINKS_slip%20_tip_syringe_29_June_2018_rev.pdf And https://iddsi.org/framework/drink-testing-_methods/ - HSE Syringe information sheet
Develop implementation plan and its timing with an agreed 'GO LIVE' date for full scale IDDSI implementation	Create schedule of tasks, responsibilities and timeframes Agree plan with all stakeholders Decide on local changeover to IDDSI day	- *HSE Implementation Plan

Building a Better Health Service

CARE COMPASSION TRUST LEARNING

Actions Required	Additional Notes	Useful Resources ***Resources are available at present All other resources listed are currently under development and will be available soon**
	Set objectives with clearly defined outcomes and timeframes	
Identify staff that require training and time required	The 'Assessment of Staff Training Needs' Excel file can be used to: - identify the recommended training resources for each professional group - determine the location of specific Implementation Toolkit training resources - to calculate the time needed to train staff within an organisation	- *Assessment of Staff Training Needs
Identify modes of education /training in conjunction with stakeholders	Utilise practical suggestions for implementation *e.g.* IDDSI trolley, posters	- HSE Implementation Toolkit
Ensure all necessary staff have completed training		
Develop training pack for all new staff members	To ensure on-going education in place	
Revise local patient dysphagia information	Update: - local dysphagia policies, procedures, protocols and guidelines as indicated - patient swallowing guidelines - patient information leaflets	- HSE Implementation Toolkit

Building a Better Health Service

CARE COMPASSION TRUST LEARNING

Actions Required	Additional Notes	Useful Resources ***Resources are available at present All other resources listed are currently under development and will be available soon
	- diet sheets - transfer documents - communication boards in kitchen/pantry in acute or community care setting Ensure all resources for clinical and objective swallow assessment are IDDSI compliant i.e. Videofluorsocopy /Fiberoptic Endoscopic Evaluation of Swallowing Develop/Update: - Information for transition between acute and community services with particular emphasis on patients who are new to texture modified diets (foods) and thickened drinks (liquids)	
Amend the local formulary to reflect new labels on thickening products and add new syringes as required	Work with pharmacy colleagues and industry partners	- HSE Syringe information sheet
Revise/review menus and recipes and map to	Decide who will coordinate and participate in	- *Food, Nutrition Hydration

Actions Required	Additional Notes	Useful Resources ***Resources are available at present** All other resources listed are currently under development and will be available soon
IDDSI terminology	the mapping process Determine approach of IDDSI testing methods i.e. when to test, frequency of testing during production and holding Check with suppliers if purchasing texture modified diets that are IDDSI compliant/request transition plan	Implementation Toolkit for Adults in Acute Hospitals Section 5 : Texture Modified Diets https://www.hse.ie/eng/services/publications/hospitals/implementation-interactive-toolkit-for-the-food-nutrition-and-hydration-policy-for-adult-patients-in-acute-hospitals.pdf - Toolkit for Texture Modified Foods in Paediatrics - *IDDSI Testing methods https://iddsi.org/Documents/IDDSIFramework-TestingMethods.pdf - *IDDSI Audit Sheets https://iddsi.org/wp-content/uploads/2018/01/Liquids_L0_L1_L2_L3_18-January-2018.pdf https://iddsi.org/wp-content/uploads/2018/01/L4-Puree_Landscape_Audit-Tool_18January2018.pdf

Actions Required	Additional Notes	Useful Resources ***Resources are available at present** All other resources listed are currently under development and will be available soon
		https://iddsi.org/wp-content/uploads/2018/01/L4-Extremely-Thick_Audit-Tool_18January2018.pdf https://iddsi.org/wp-content/uploads/2018/01/L5-Minced-and-Moist_Audit-Tool_18January2018.pdf https://iddsi.org/wp-content/uploads/2018/02/L6-Soft-and-Bite-sized_Audit-Tool_18January2018.pdf
Develop a local awareness raising communication plan with local community services/hospital management	Consider IDDSI launch day/week in your setting with information stands/themed events/hospital screensavers/article in local newsletter or bulletin Consult with local communication officers/information management systems/information communication technology	- *'Change to IDDSI Safety Information' Poster - Patient Information Leaflet - HSE implementation Toolkit

Actions Required	Additional Notes	Useful Resources ***Resources are available at present** All other resources listed are currently under development and will be available soon
	Ensure local dysphagia resources are ready	
Update Electronic patient record (EPR) charting re: diet codes/labels and any other relevant electronic documentation	Consult with local communication officers/information management systems/information communication technology	- HSE Implementation Toolkit
Send a patient safety alert to inform staff regarding potential risks in the transition phase in order to prevent incidents		- *'Change to IDDSI Safety Information' poster - Standard template for patient safety alert - HSE implementation toolkit
Prevent wastage by running down the non IDDSI labelled products e.g. thickeners and meals	Liaise with pharmacy /local suppliers	- *HSE Implementation plan
Plan how you will evaluate the success of your implementation programme		