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IMPLEMENTATION OF ICF DOCUMENTATION SYSTEM FOR DIETITIANS – A STEP-BY-STEP GUIDELINE

Gesundheits- und Rehabilitationszentrum Moorheilbad Harbach

Since ICF is a helpful tool for setting goals and documenting patients rehabilitation progress, Moorheilbad Harbach Gesundheits- & Rehabilitationszentrum (MoHa) decided on creating an online system for documentation by using ICF as a basis. This document aims to present a step-by-step guideline on how to implement an online ICF documentation system by providing insights into the general information, actions, documentation and evaluation which is needed to develop such a project in a different organisation. It should inspire other organisations to start a similar approach by sharing general guidelines about the implementation process. Additionally, advantages of the use of a documentation system are pointed out as well as obstacle one has to keep in mind.

You can find the documents on the INPRO website: https://www.inproproject.eu/

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Implementation of ICF documentation system for dietitians
a step-by-step guideline

1. Information

- Identify a name for your implementation project.
- Decide on a leader for the project.
- Select members for the project team.
- Identify which department should be involved.
  e.g. therapy department, IT department, a company that develops documentation systems (in MoHa the company MP2 was responsible for the program)
- Define the actions of your project.
- Define the approximate duration of your project.
  (keep in mind that delays can possibly occur)

2. Actions

- Define a project goal.
  e.g. Implementation of an ICF documentation system for dietitians to increase interprofessional work at Moorheilbad Harbach (MoHa)
  - Start with a needs assessment to identify what the goal should be achieved by doing interviews with employees or using questionnaires.
  - Meet with your project teams to brainstorm and formulate specific, measurable, achievable, relevant, and time-bound.
- Define standards.
  - If you want to use an online documentation system you need to clarify what standards you need in order to present the company or people who are going to program the documentation system what you expect concerning the content, functions, and layout.
  - Specify in which way you want to use the ICF in the program, adjust it to your own needs and purposes.
  e.g. MoHa decided on not including the codes.
- Programming of the documentation system
  - It is advisable to rely on external people to program your system, e.g. the company MP2 in MoHa.
- Training of the Professionals
  - As soon as the program is developed, start training your health care professionals the ICF by using either your own materials or the INPRO ICF courses.

- Let your employees participate in courses on how to use the documentation system.
- Testing phase
  - In this phase the health care professionals try to work with the new system while treating clients.
- Inform all the other employees about the new innovation.
  - Do workshops, seminars or informational meetings.
  - If possible, use an app for employees to distribute the news.

3. Documentation

For documentation purposes it is important to note down every step taken during the project. It is advisable to create a protocol which consists of all the important actions, the responsible people for it and the deadlines. Additionally, it is advisable to organize regular project meetings in order to be up to date with the process of the project.

4. Evaluation

To evaluate the effectiveness of the implementation several steps should be taken:

- Ask the patients for feedback on the treatment, for example, if they feel that interprofessional work was noticeable.
- Conversation with employees for feedback and their perception on the documentation system
- Questionnaires for patients and employees

Advantages

- Communication and regular contact between professional groups has increased.
- Patients can be treated mor efficiently since every health care professional can observe all the important information in the documentation system at all times.
- In addition to weekly interprofessional meetings, patient information can be communicated via the documentation system.
- It fosters interprofessional communication between health care professionals.

Possible obstacles to keep in mind

- Some professional groups might be averse to the use of ICF for documentation purposes.
  → Communicate the importance of ICF and highlight the benefits of ICF to overcome this obstacle.

- ICF training might be difficult for some health care professionals, especially ICF codes.
  → Try to give your employees as much assistance as possible, for instance, by choosing appropriate learning materials or intensive training courses by experienced ICF users.
- A limited availability of resources or staff shortage might be the cause for delays in your project.
  → Do not let limited time influence your project outcomes. If some actions take more hours than expected, do not get frustrated.
- Sometimes law or certain rules can make it difficult to implement an online documentation system, for example, at MoHa it was quite difficult to recruit psychologists to use the system due to data protection issues.