

## Harvard Scheduler MOP

If Nutrition Core services are required for a study visit, then the services are built into the workflow and are scheduled simultaneously with the study visit.

If the visit requires Nutrition Core services, study staff are required to schedule 7 business days (10 calendar days) ahead of the visit.

If a visit falls within 7 business days ahead of a desired participant visit that requires Nutrition Core services, the study team **MUST** call or email Nutrition Core first to make sure the services can be fulfilled.

### **All Nutrition Services Require Scheduling Requests**

#### **Meals and Lead-in Diets**

Metabolic Lead-in Diets

Metabolic Test Meals

Weigh-back Meals

Standard Meals: Breakfast, Lunch, Dinner, Snack

#### **Other Services**

24-hour recall

Counseling

Anthropometrics

Food Frequency Questionnaires (FFQ)

### **How to Enter Other Services:**

- Other services provided by Nutrition Core such as 24-hour recalls, Counseling, Anthropometrics, and FFQs will not require any additional information in the comments box as these services are already built-in the participant visit workflow.
  - However, OFC Outlook requests sent over from CHCO will include participant information. Enter that information into the comment box on Scheduler so that it can be transferred into the comment box.

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## Entering in Dietary Requirements for Meals and Lead-in Diets:

- Visits requiring meals or lead-in diets will require dietary details in the **Nutrition Comments Box** that *must be followed exactly*.
  - First diet date; Last diet date (for one day diets this will be the same as the first diet date); Pick-up date; Pick-up time (military time); Pick-up location; OP kcals; IP kcals (if there is an IP stay, please enter even if the same as OP kcals); meal selection (if not a personalized diet) or study/participant specific note (i.e. dinner eaten inpatient, participant allergies, etc.)
  - It is important to separate each category with a semicolon.

### Example:

6/10/2022; 6/13/2022; 6/9/2022; 1400; AHSB; 2015kcal; 1852kcal

The above comments indicate a 3 day lead-in diet (6/10-6/12), a 1 day inpatient diet/meal (6/13), a pickup date/time of 6/9 at 2:00pm, and daily calories of 2015 for the lead-in diet and 1852 for the inpatient diet.

### Important Information

- Available locations for pick-up and delivery are:
  - AHSB (Anschutz Health Sciences Building)
  - CHCO (Children's Hospital Colorado)
  - AIP (Anschutz Inpatient Pavilion)
  - CTRC Boulder
  - Boulder Sleep Lab
- If a protocol has a long-term diet (more than 4 days), study staff will need to enter additional entries in Scheduler for diet pick-ups. For example: if a subject is on a 30 day long-term diet, the first 3-day diet will be attached to a study visit, and 27 days will be entered in 1,2,3, or 4 day diet requests for the duration.
- If a participant has an inpatient stay, on-unit meal, or ad-lib meal attached to a lead-in diet, please DO NOT enter two sets of comments. Include the inpatient day(s), ad-lib meal day, etc. on the lead-in comments
  - For example, for a one day lead-in diet with a breakfast and ad-lib the following day, the Scheduler comments would read: 2/3/2022; 2/4/2022; 2/2/2022; 1500; AHSB; 1750kcal.
- Please write dates in the following format: m/d/yyyy – do not include 0s in the month and date format
  - For example – 1/2/2023 (as opposed to 01/02/23)
- Please do not include text such as “First day diet: 1/2/2023; Last day diet: 1/3/2023; Diet pick up: 1/1/2023”

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Examples of correctly formatted Scheduling comments:

- 3-Day Lead-In Diet with a 1-day inpatient stay:
  - 6/8/2023;6/11/2023;6/7/2023;1500;AHSB; 3000kcal;2800kcal;
    - Lead-In start date, last diet date (including inpatient day), pickup date, pickup time, pickup location, lead-in kcals, inpatient kcals
- 1-Day Lead-In Diet with a test breakfast and ad-lib lunch following:
  - 6/8/2023;6/9/2023;6/7/2023;800;AHSB;1800kcal;B/F 0830
    - Lead-In start date, last diet date (including test/ad-lib day), pickup date, pickup time, pickup location, lead-in kcals, test breakfast start time
- 1-Day Lead-In (picking up the same day of starting the diet)
  - 6/8/2023; 6/8/2023; 6/8/2023; 0730; AHSB; 2000kcal
    - Lead-In start date, last diet date, pickup date (same day as the start/end date), pickup time, pickup location, lead-in kcals
- 2-Day Lead-In Diet with the Day 2 dinner being eaten inpatient
  - 6/8/2023;6/9/2023;6/7/2023;1200;AHSB;2010kcal;Day 2 Dinner IP
    - Lead-In start date, last diet date, pickup date, pickup time, pickup location, lead-in kcals; Note of the dinner location difference

## For Non-Diet Visits:

- For 24 hour recalls being conducted via phone, please include the participant name and phone number
  - Example: John Doe; 123-456-7890
- For specialty counseling, please include any relevant information including calorie level, arm, visit number, etc.
  - Example: Jane Doe; High Fiber arm; 2000kcal