IDDSI is pleased to provide some suggestions for the types of tasks and timeframes needed for implementation of the IDDSI framework

Please find below a 12-month calendar of events. There are six key tasks with subheadings below each.

The key tasks include:

1. Becoming familiar with the IDDSI: Website and resources
2. Forming IDDSI Implementation teams: Suggestions on cross sector stakeholder consultations and teams
3. Determining IDDSI implementation tasks and personalising your own 'IDDSI Implementation Calendar'
4. 'Spread the word': Education about IDDSI for key stakeholders
5. 'Check out the food and drinks': Map existing products to determine their IDDSI label and level using IDDSI audit tools; developing menu items and recipes etc.
6. Clinical communication: including review of clinical assessment tools, chart entries, an patient education material

The tasks run at the same time so it is important to look down the whole list. The Implementation guide is a *suggestion*! Please feel free to customize the tasks and timeframes to suit your own needs. Colours and shading have been used on the implementation guide to help make it easier to identify different tasks and timeframes; the colours have no other meaning or purpose.

IDDSI will be updating resources regularly so please be sure to register to receive our e-bites (newsletters).

Visit : www.IDDSI.org

TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	Launch!
1. Become familiar with IDDSI													
Become familiar with the IDDSI website www.iddsi.org	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Download the IDDSI app	▓												
Sign up for IDDSI newsletters (e-bites)	▓												
Review key IDDSI resources: Detailed definitions; Testing methods; FAQs; Resources	▓	▓	▓				▓			▓		▓	
2. Form IDDSI implementation teams													
Form a Clinical Health Care IDDSI Team	▒												
Join or create your 'workplace wide' multidisciplinary IDDSI team that includes your Food Service/Catering team, Clinical and health care professional staff and all others affected by IDDSI implementation	▒												
As appropriate to your facility, consider asking a patient/resident/family member to join the multidisciplinary IDDSI team	▒												

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Meet with leadership/management to receive necessary permissions and keep them informed	▓						▓			▓		▓	▓
Consult industry/manufacturers about challenging recipes/ingredients, labeling changes				▓	▓	▓	▓	▓	▓	▓	▓		
3. Determine implementation tasks and 'IDDSI Calendar' – convene, divide and conquer													
Determine implementation tasks and timeline	▓												
Create an 'IDDSI Calendar of Events'	▓												
Determine the need for IDDSI translation documents for languages other than English (*see resources)		▓	▓				▓			▓			
Determine which team/s will be responsible for which tasks, review and refine	▓				▓			▓		▓		▓	
Have regular Clinical Health Care IDDSI team meetings	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Draft Policy & Procedures for IDDSI Implementation in clinical practice	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓

TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	Launch!
Meet regularly with 'workplace wide' multidisciplinary IDDSI team	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Identify possible challenge areas and contingency plans			▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Meet with Food Service and Catering team to review diet order/entry system				▓	▓								
Develop plans for necessary modifications of diet order/entry systems				▓	▓	▓	▓	▓					
Develop dates for changes to chart entry				▓	▓	▓	▓	▓					
Determine a 'GO LIVE' date for full scale IDDSI implementation (review as needed)				▓			▓	▓		▓			
Advertise 'GO LIVE' date											▓	▓	▓
Develop monitoring tools for post 'GO LIVE' date											▓	▓	▓

TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	Launch!
4. 'Spread the Word ' – IDDSI Education													
Place IDDSI Posters on wards, offices etc. (see resources section below)	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓	▓
Schedule short IDDSI presentations to health care team and support staff as per below: *(see resources)	▓												
• What is IDDSI?*	▓	▓											
• Why IDDSI and IDDSI Testing Methods*		▓	▓										
• IDDSI Detailed definitions*			▓	▓									
Develop ongoing IDDSI orientation/ education packages for new staff				▓	▓	▓							
Present results of IDDSI testing of foods and drinks currently offered in workplace to Clinical Healthcare Team and 'Workplace wide' Team				▓	▓	▓							
Present upcoming changes to clinical assessment tools, charting and communication systems					▓	▓							

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Connect 'Workplace wide' team with industry regarding labeling needs and education materials					▓	▓							
Work with Food service and Catering team on education sessions for IDDSI diet order entry, changes to industry labels and audit processes					▓	▓	▓	▓					
Meet with Nursing and catering teams and develop patient area audits						▓	▓	▓					
Prepare health professional team for changes to clinical assessment tools, charting, communication systems, patient education material, diet order entry								▓	▓	▓	▓	▓	▓

5. Check out the Food and Drinks

TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	Launch!
Decide who will coordinate and participate in the mapping process and consult with Food Service Team. Determine approach and commence review of the current menu, recipes and map to IDDSI terminology using IDDSI Audit Tools *(see resources)		▓	▓	▓									
Assist with incorporating IDDSI Testing methods – when to test, frequency of testing during production/holding			▓	▓	▓	▓	▓						
Assist Food service/Catering with revising recipes as required				▓	▓	▓	▓	▓	▓	▓	▓	▓	

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Have the IDDSI health care team visit the kitchen to understand assembly, plating and delivery systems					�	▓							
Consider pilot testing a ward/area/section for IDDSI Diet order entry, production, assembly, and delivery for evaluation and review of processes							▓	▓					
Develop plans for full scale IDDSI diet order entry, production, assembly and delivery systems								▓	▓	▓	▓		
Develop and trial monitoring tools to ensure correct food and drinks go to correct people										▓	▓	▓	▓

6. Clinical communication

TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	Launch!
Review Clinical assessment tools, charting and communication systems that will be affected by IDDSI	▓	▓											
Consider dual labeling of food textures and liquid thickness in clinical notes and using IDDSI stickers on items *(See resources)		▓	▓	▓	▓	▓							
Revise clinical assessment tools, charting and communication systems, patient education and diet order entry to include IDDSI			▓	▓	▓	▓	▓	▓					
Review patient education materials/handouts					▓	▓	▓	▓	▓	▓	▓		

TASKS	12 months to go	11 months to go	10 months to go	9 months to go	8 months to go	7 months to go	6 months to go	5 months to go	4 months to go	3 months to go	2 months to go	1 month to go	Launch!
Consult Information Technology services on diet or clinical notes coding in electronic systems as needed *(see resources)					▒	▒	▒	▒	▒	▒			
Introduce new patient education materials/handouts*(See resources)										▒	▒	▒	▒
Introduce and trial revised clinical assessment tools, charting and communication systems (revise as needed)										▒	▒	▒	▒

Tools to assist	
IDDSI PowerPoint presentations http://iddsi.org/resources/	Examples: • What is IDDSI? • IDDSI Framework Descriptors and Testing Methods • Implementation resources and tools
IDDSI Posters http://iddsi.org/resources/	Examples: • What is IDDSI ? • Flow Test Poster • Country specific adoption posters
IDDSI Tools http://iddsi.org/resources/	Examples: • IDDSI Audit tools • IDDSI Abbreviations for FoodService Software • Country specific conversion charts (e.g. National Dysphagia Diet to IDDSI) • IDDSI triangles for download to stickers • Flow test card template and printing instructions

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Tools to assist	
	• "This will soon be called…" transitional label sticker templates • Patient education materials/handouts (available soon, watch e-bites for launch)
IDDSI Translations http://iddsi.org/translations/	The IDDSI Framework and testing documents are being translated into 27 different languages. Visit the website to view IDDSI in languages other than English
IDDSI Webinars and IDDSI videos http://iddsi.org/resources/	Visit the IDDSI YouTube channel