



***This is a **sample policy** to support Registered Dietitian hours in LTC in accordance with the Ontario Regulation 246/22 section 80 made under the Fixing Long Term Care Act 2021.***

## **Purpose:**

- To prioritize onsite Dietitian support/coverage in Ontario Long Term Care Homes.
- To provide residents with uninterrupted nutrition care and services.
- To provide guidelines for safe remote/virtual nutrition care and services.
- To support schedule flexibility and address priorities related to staffing.

## **Policy:**

Every licensee of a LTC home must ensure there is at least one RD who is a staff member of the home who is onsite at the home for a minimum of 30 minutes per resident per month to carry out clinical and nutrition care duties. If the staff RD is not able to be onsite, the home is required to have a back-up plan to ensure the uninterrupted provision of nutrition care and services is provided.

## **Procedure:**

### ***The staff RD will:***

- Work onsite for a minimum of 30 minutes per resident per month.
- Communicate days the RD will be onsite with the Executive Director/Administrator and DDS/FSS/NM.
- **If unable to work Onsite, the staff RD will:**
  - Notifies the Executive Director/Administrator and DDS/FSS/NM.
  - In collaboration with the Home, create a **back-up plan** that identifies actions and strategies taken to comply with the onsite requirement. These may include the staff RD rescheduling or choosing an alternative day to be onsite and/or arranging alternative on site coverage by a non-staff RD.
  - If the back-up plan fails, the staff RD can work remotely by means of telephone or video conferencing. When working remotely the following must be followed:
    - The RD is required to ensure remote access is secure and maintains confidentiality of all residents' and home information in alignment with the College of Dietitians of Ontario Virtual Care and Code of Ethics Guidelines.
    - Collaborate with another registered health professional or designated onsite staff member working onsite and within their scope of practice.
    - Include the Nutrition Manager of the home to support within their scope of practice.

# OSNAC Virtual Dietitian Coverage Policy & Procedure Template



## ***The Executive Director/Administrator or Delegate will:***

- Assign another registered health professional working onsite and within their scope of practice or another designated staff member to collaborate with RD working remotely and include the Nutrition Manager of the home.
- Put into writing the actions and strategies taken with the **back-up plan** to comply with the on site requirement and the reasons the home choose to “have or not to have” a member of a regulated health profession to collaborate with the RD.

## **Attachment:**

OSNAC Virtual Dietitian Coverage Back Up Plan Template

## **References:**

[Virtual Care – College of Dietitians](#)

[Code of Ethics – College of Dietitians](#)

[Guidelines Collaborative Care – College of Dietitians](#)