1. Prepare a memo to the Medical Director, Administrator, and other appropriate leadership of your facility explaining the CMS rule regarding delegated dietary order writing. If you live in Idaho or another state where licensure allows, include this information in your letter. (**See Sample**)
2. Schedule a meeting with the key decision makers at your facility. This may include the Director of Nursing, Speech-Language Pathologist (SLP), Administrator, Medical Director, and RD/RDN. Topics may include:
	* Identify the dietary orders (diets, supplements, tube feedings, etc) the RD/RDN/CNS is permitted to modify
	* Discuss the process of implementation within your facility and set a timeline
	* Develop guidelines for the RD/RDN, i.e. how to place the delegated order, how it will be set up in the Electronic Health Record (EHR), and how the delegated order will be written
	* Determine monitoring tools for Quality Improvement (how will diet orders be audited and how often)
3. Create a Policy and Procedure based on facility decisions signed by facility leadership (**See Sample**)
4. If using EHR, your IT specialist may need to help set this up within the system.
5. Provide in-service and training for:
	* The Medical Director & Physicians
	* Nursing Staff
	* Speech-Language Pathologist
	* Compliance Officer
6. Implement the new process on an agreed upon date.
7. Begin Quality Assurance Performance Improvement studies as agreed upon with QAPI team.