OPERATIONAL MANUAL

**NUTRITION AND DIETETICS SECTION**

1. **INTRODUCTION**

The Nutrition and Dietetics Section aims to promote optimal nutrition and other related services for patients, regardless of race, religion, social status, and political belief through the provision of high quality food service. It emphasizes on patient’s proper diet as the most appropriate means of maintaining vitality, developing resistance to infections and organic deterioration, to control many disease processes, and recovery of health and function following illness and injury.

* 1. **SCOPE OF THE OPERATIONAL MANUAL**

This Operational Manual of Nutrition and Dietetics Section describes the Quality Management System (QMS) instituted based on *ISO 9001:2015* requirements and is important to all functions in Bicol Sanitarium from the management processes to the delivery of patient care and its support services.

* 1. **OBJECTIVES OF THE OPERATIONAL MANUAL**

This Operational Manual serves as a guide and reference for all employees in order to provide a common understanding of the various hospital policies and procedures of the Nutrition and Dietetics Section for the effective implementation of Quality Management System instituted.

1. **SECTION VISION,MISSION,GOALS, SERVICE VALUES, FUNCTION, ORGANIZATIONAL STRUCTURE, RESPONSIBILITIES** 
   1. **SECTION VISION**

To be the premiere provider of nutritional care and quality food service to patients, hospital personnel and other stakeholders, with the highest standards of excellence and integrity in the practice of hospital nutrition and dietetics.

* 1. **SECTION MISSION**

To establish a dedicated, well organized, innovative and effective utilization of resources committed to provide the highest quality nutritional care and food service to patients, personnel, and other stakeholder.

* 1. **SECTION GOALS**
     1. To provide and serve safe, nutritious, palatable and appetizing food through careful planning, wise procurement, and proper preparation of balanced and satisfying meals within budget allocation;
     2. To implement diet prescriptions in coordination with the other members of the health care team;
     3. To provide diet counseling and nutrition education services to patients as well as in-service training to both nutrition and dietetic personnel and other related fields; and
     4. To promote and maintain coordination with other departments of the hospital towards total patient care
  2. **SERVICE VALUES**

The unit adheres to the code of ethics for nutrition and dietetics profession to maintain   
high standards of nutrition and dietetics practice as well as core values of the hospital.

* 1. **FUNCTION OF NUTRITION AND DIETETICS SECTION**
     1. Provision and promotion of high quality nutritional care.
     2. Nutrition screening and assessment.
     3. Interpretation and implementation of diet prescription.
     4. Provision of individual in group counseling to patient.
     5. Monitoring the caloric and other nutrient intake of patient either orally, on tube feeding or parenteral nutrition.
     6. Documentation in the patient chart i.e. Nutrition Care Plan, Patient’s tolerance to prescribed diet, Nutritional Status.
  2. **ORGANIZATIONAL STRUCTURE**

Chief of Hospital II

Ancillary Department Head

Nutritionist-Dietitian II

Nutrition and Dietetics In-charge

Administrative Aide I

Cook

Food Service Helper

**NICANOR B. TROGON**

Administrative Aide I

**DOMINGO T. DELOS SANTOS**

Administrative Aide I

Food Service Helper

**NICANOR B. TROGON**

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Administrative Aide I

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Administrative Aide I

Food Service Helper

* 1. **RESPONSIBILITIES**
     1. **Nutritionist-Dietitian**

1. Directs and participates in the purchase and inspection of perishable food supplies and ensures proper inventory.
2. Supervises activities of Nutrition and Dietetics Staff.
3. Plans and adopt the regular and therapeutic menu of patients.
4. Directs and participates in the preparation of the daily menu of the patients
5. Establishes and maintains sanitary standards in the areas of food handling, pest control, cleaning procedures, and storage and trash disposal.
6. Conducts nutrition and dietary assessment, education and counseling to patient.
7. Coordinates with other sections, such as Medical, Nursing and Social Services, on patient needs.
8. Performs administrative duties related to dietetic management.
9. Prepares relevant reports
10. Prepares Project Procurement Management Plan (PPMP).
11. Attends meetings, conferences, seminars and updates.
12. Performs other related functions as may be assigned by her immediate supervisor.
    * 1. **Cook**
13. Prepares and cooks specials dishes, therapeutic and full diet meals to patients according to the received plan menu or food order.
14. Estimates quantity of food to meet requirements.
15. Maintains sanitary standards in food production.
16. Inspects food trays and supervises the serving of food.
17. Gives work assignments and instructions on methods and procedures to Food Services Helper.
18. Serves food to patient, guests, and personnel.
19. Instructs and trains new kitchen workers.
20. Ensures hygienic practices in the preparation and distribution of food and waste management.
21. Practices efficient inventory control practices.
22. Attends meetings, conferences, seminars and updates.
23. Performs other related functions as may be assigned by her immediate supervisor.
    * 1. **Administrative Aide I**
24. Handles incoming and outgoing communications and other documents
25. Assists in drafting and preparing office communications, reports, vouchers and other related matters
26. Files and maintains official communications and other documents.
27. Performs other related functions as may be assigned.

2.7.4 **Food Service Helper**

1. Prepares and cooks foods as instructed and according to plan menu.
2. Serves food to patients, personnel and guests.
3. Washes, cleans and sanitizes food trays and utensils.
4. Attends meeting, conferences, seminars and updates.
5. Performs other related functions as may be assigned by his immediate supervisor.
6. Assists in cooking meals according to plan menus.
7. Washes kitchen utensils and trays used in food preparation.
8. Responsible for the cleanliness and orderliness of the Nutrition and Dietetics Section and its surroundings.
9. Perform other related functions as may be assigned by his immediate supervisor.
10. **REFERENCES:**

Hospital Nutrition and Dietetics Service Management Manual

1. **APPROVAL:**

Prepared by: Reviewed by:

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Nutrition and Dietetics In-charge Medical Specialist II

Approved by:

**EDGARDO R. SARMIENTO, MD, CEO VI**

Chief of Hospital II