
 OSPITAL NG PARANAQUE 		Document Code: OSPAR-ADS-NDS-028
ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX		Implementation Date: 2019
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Policy Title: NUTRITION AND DIETETICS SERVICE POLICY ON COUNSELING ROOM / SPECIAL DIET ROOM		Section / Department: NUTRITION AND DIETETICS SERVICE
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CLASSIFICATION: COMPREHENSIVE

OBJECTIVES:

This policy shall clearly aim to reinforce the function of counseling room / special diet room.

COVERAGE:

This policy covers this section and the concerned department/section.

POLICY:

1. Special diet room is open daily at 5:00 a.m. to 8:00 a.m. and 3:00 p.m. to 5:00 p.m.
2. Allowed in Special Diet room are Registered Nutritionist-Dietitian and Trained Nutrition and Dietetics Service personnel on tube feeding preparation.
3. Nutrition and Dietetics Service personnel are not allowed to stay in Special Diet Room.
4. Special Diet room can also be used as Nutrition/ Diet Counseling room for out-patient.
5. Cleanliness and sanitation should strictly observe in the area.
6. Wearing of PPE is strictly observed in the area.
7. Only Dietitian is allowed to keep the key.
8. Malfunctioning of any equipment should be reported immediately to the Chief Dietitian
9. Forms and IEC materials for Nutrition/Diet Counseling should be readily available anytime.
10. Proper ventilation is required in Special Diet Room.

SCHEDULE FOR POLICY REVIEW: This policy shall be reviewed when deemed necessary.