
 OSPITAL NG PARANAQUE 		Document Code: OSPAR-ADS-NDS-017
ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX		Implementation Date: 2019
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		Section / Department: NUTRITION AND DIETETICS SERVICE
Policy Title: NUTRITION AND DIETETICS SERVICE POLICY ON HEALTH, PERSONAL HYGIENE AND SANITATION	Prepared By: Kara Angelica L. Benavente, RND, MPA Chief Dietitian, Nutrition and Dietetics Service	Reviewed By: Redentor P. Alquiros, MD Chief of Clinics Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator, Ospital ng Parañaque
		Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director, Ospital ng Parañaque

OBJECTIVES:

This policy shall ensure food preparation and service is done by hygienically qualified personnel, thus guarantees food safety.

COVERAGE:



This policy covers this section.

1. Dietary personnel shall have HEALTH CERTIFICATE and must be renewed every six (6) months.
2. No dietary personnel shall be obligated to be on duty while suffering from any communicable diseases. Proper notification should be done before the day of duty.
3. Dietary personnel shall present MEDICAL CERTIFICATE (with FIT to work) upon assumption to duty due to illness.
4. All medical results should be true and accurate; any falsified results/specimen will report immediately to the Hospital Director and Administrator.
5. No person, while infected with any disease in communicable form, or while afflicted with boils, infected wounds or other infection that may be transmissible through food, shall work in Nutrition and Dietetics Service in which there is a likelihood of such person contaminating food or food-contact surfaces.
6. Dietary personnel shall maintain high degree of personal cleanliness and shall practice hygienic food-handling techniques.
 - All staff shall take a bath regularly.
 - Uniform must be neat and washable
 - All staff shall thoroughly wash their hands with soap and water before starting to work and after any absence from the work station, and shall

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

wash hands during work hours as often as may be necessary to remove contaminants.

- All staff shall wear clean aprons and to be removed when leaving the Nutrition and Dietetics Service and when using the restroom.

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- All staff shall wear clean face mask.
- Hair shall effectively be restrained through the use of hair net or hair cap.
- All staff shall wear closed shoes while inside the working area for safety purposes.
- Personnel assigned in distribution of in-patient's food should wear face masks and hairnet.

- Smoking is not permitted in the food preparation area, service, and storage areas.
- Cleaning and sanitizing of all work surfaces, utensils and equipment before and after each period of use.
- Usage of color-coded chopping boards for meat/poultry/fish (cooked and uncooked), raw fruits and vegetables.
- Separate clean cloth shall be used in wiping food spills on utensils and on the food preparation area.
- Restriction of unauthorized individuals in the food preparation and service area to minimize the risk of contamination and improve efficiency operation.
 - Unauthorized individuals should wear hairnet before entering the preparation and service area
- Immersion of utensils used in food preparation in hot water (170°F) shall be done every 2 weeks.
- Separation and proper storage of food and non-food supplies.
- Observance of proper waste management and disposal.
 - Usage of biodegradable and non-biodegradable trash bins respectively.
 - Every day cleaning of the garbage area.
 - Housekeeping is in charge of collecting the garbage every day.

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