
 OSPITAL NG PARANAQUE 	Document Code: OSPAR-ADS-NDS-013		
ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX	Implementation Date: 2019		
Policy Title: NUTRITION AND DIETETICS SERVICE POLICY ON FOOD WASTAGE AND SYSTEM ON PILFERAGE	Page No. 1 of 2		
Prepared By: Kara Angelica L. Benavente, RND, MPA Chief Dietitian, Nutrition and Dietetics Service	<table border="1"> <tr> <td data-bbox="581 558 1096 787"> Reviewed By: Redentor P. Alquiros, MD Chief of Clinics Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator, Ospital ng Parañaque </td><td data-bbox="1096 558 1550 787"> Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director, Ospital ng Parañaque </td></tr> </table>	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
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CLASSIFICATION: COMPREHENSIVE

OBJECTIVES:

This policy ensures effective management to reduce food wastage and pilferage.

COVERAGE:

This policy covers this section.



POLICY:

I. Food Wastage:

1. Upon collecting diet list from wards, the Nutritionist-Dietitian shall identify the total count for regular diet, therapeutic diet and blenderized feeding to be served for breakfast.
2. The Cook shall prepare the right quantity of food based on the patient census with 3buffer for every menu to avoid overproduction
3. The Cook shall prepare and cook the food thoroughly to avoid spoilage.
4. Dietary personnel shall update the diet list from the nurse station to be notified of the discharge, change of diet, change of room or bed for efficient food distribution and to avoid food wastage. Patient census shall be updated at the following schedule:
 - Breakfast: 5:00-5:30 am
 - Lunch: 9:30-10:00 am
 - Dinner: 3:30- 4:00 pm
5. The Chief Dietitian shall ensure waste issues on agenda at every monthly meeting.
6. This section shall maintain daily logs of separated food wastage:
 - Kitchen production waste
 - Plate wastage from patients

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

- Spoilage

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7. This section must review menus to identify and reduce frequently wasted items.
8. This section shall purchase exact amount of ingredients for every menu item to avoid food waste.
9. Always follow FIFO and FEFO storage method.

II. Pilferage-the act of stealing things of small value(<https://dictionary.cambridge.org/>)

1. The payment, receipt and preparation of purchase orders should be handled by person-in-charge for the day.
2. Any loss or unusual counts of stocks shall be reported immediately to the Section Head.
3. The Nutritionist-Dietitian shall conduct weekly inventory.
4. Dietary personnel shall leave their bags and belongings in quarter's area upon arrival.
5. Daily expenses and purchase shall be recorded by the Nutritionist-Dietitian.
6. Every purchase must have a receipt or acknowledgement.
7. Strict implementation in monitoring and inventory management.
8. Access key to the dietary premises shall be kept by the Section Head, Nutritionist-Dietitian and Cook.
9. Personnel who committed pilferage shall have verbal warning (1st sanction), written warning (2nd sanction) and report to Division Head (3rd sanction).

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