
 OSPITAL NG PARANAQUE 		Document Code: OSPAR-ADS-NDS-003
ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX		Implementation Date: 2019
		Page No. 3 of 8
		Section / Department: NUTRITION AND DIETETICS SERVICE
Policy Title: NUTRITION AND DIETETICS SERVICE JOB DESCRIPTION OF PERSONNEL WITH QUALIFICATIONS	Prepared By: Kara Angelica L. Benavente, RND, MPA Chief Dietitian, Nutrition and Dietetics Service	Reviewed By: Redentor P. Alquiroz, MD Chief of Clinics Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator, Ospital ng Paranaque
	Approved by: Jefferson R. Pagsisihan, MD, MHM Hospital Director, Ospital ng Paranaque	

OBJECTIVES:

This policy shall serve as a guide in choosing and evaluating personnel qualified for the Job.

COVERAGE:

This policy covers this section.

POLICY:

Job descriptions for all positions will be maintained in the department. These will be used for screening, hiring, training, and evaluating personnel.

QUALIFICATIONS:



1. Nutritionist-Dietitian IV or Chief Dietitian

- Must be a licensed Nutritionist-Dietitian in accordance with the provision of PD 1286.
- Must have at least six (6 to 8) years of experience in the Nutrition and Dietetics Service of the hospital, three (3) years of which should be of supervisory level in food service.

2. Nutritionist Dietitian II

- Must be a licensed Nutritionist-Dietitian in accordance with the provision of PD 1286.
- Must be a holder of a Bachelor's Degree with Nutrition and Dietetics or Community Nutrition as the major study.
- Must have at least two (2) years relevant experience and training.

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

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3. Nutritionist- Dietitian I

- Must be a licensed Nutritionist-Dietitian in accordance with the provision of PD 1286.
- Must be a holder of a Bachelor's Degree with Nutrition and Dietetics or Community Nutrition as the major study.

4. Cook A

- Must be at least 2nd year college.
- Must have at least three (3) years work experience in food service.

5. Cook I and II

- Must be at least 2nd year college.
- Must have at least (3) three months training and one (1) year work experience in food industry.

6. Food Server

- Must be at least high school graduate
- Must have at least six (6) months experience in food service.

7. Administrative Aide III

- Must have taken at least a college education
- Must have passed the Civil Service Sub-professional examination
- Must have at least one (1) clerical experience.

8. Detailed Employee

- Must have at least six (6) months experience in food service.
- Must be at least high school graduate
- Must have backgrounds in Food preparation and cooking.

FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Refer to attached file NUTRITION AND DIETETICS SERVICE PERSONNEL with FUNCTIONS DUTIES and RESPONSIBILITIES and WORKING HOURS.

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