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ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX		Page No. 1 of 1
Policy Title: NUTRITION AND DIETETICS SERVICE POLICY ON NUTRITIONALS		Section / Department: NUTRITION AND DIETETICS SERVICE
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OBJECTIVES:

This policy shall ensure availability of nutritionals necessary for meal preparation of specialized diets, thus maintenance and improvement of patient's health is attained.

COVERAGE:

This policy covers this section and NUTRITIONALS COMPANY.

POLICY:

1. Chief dietitian shall have a proposal from different Nutritionals Company for proper selection of supplier / distributor.
2. Order of nutritionals shall be done twice to thrice a month only.
3. Cash on delivery shall be the mode of payment when there is a release of budget. Whenever there is a delay on the release of budget, there shall have an arrangement with the distributor of 30-90 days collection/ payment.
4. Chief Dietitian and RND on Duty shall strictly monitor the delivery and storage of all the Nutritionals.
5. Prescribed nutritionals shall be strictly used when there is enough supply.
6. In case of no supply of Nutritionals, Natural/Blenderized food shall be prepared.

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