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<b>ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX</b>		Page No. <b>1 of 1</b>
<b>Policy Title:</b> <b>NUTRITION AND DIETETICS SERVICE</b> <b>POLICY ON MEAL PLANNING AND CYCLE MENU</b>		Section / Department: <b>NUTRITION AND DIETETICS SERVICE</b>
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### OBJECTIVES:

This policy ensures provision of nutritious, palatable and, aesthetically pleasing meals for the patients and personnel developed in consideration with budgetary allowances, and availability of food items, personnel and equipment.

### COVERAGE:

This policy covers this section.

1. Nutritionist-Dietitians are responsible for the preparation of monthly cycle menu with the assistance of the Cook A, to be approved by the Chief Dietitian.
2. Nutritionist-Dietitians can change the menu of the day if there is lack of supply, budget constraints and the availability of the ingredients.
3. Monthly cycle menu shall be planned 2 months ahead and monitor food supplies so that a nutritionally adequate meal can be provided at all times.
  - This shall include Breakfast, Lunch, and Dinner with dessert in each meal.
4. Menus must be followed as written with the following exception when cultural or religious habits of the patient require a substitution.
  - When changes in the menu are needed, the changes must provide equal nutritive value and must be reflected on the posted Monthly Cycle Menu, and reviewed by Dietitian on duty.
5. The current menu plan shall be posted noticeably and be readable by personnel and Nutrition and Dietetics Service staff.
6. Cycle menu approved by the Hospital Director shall be posted immediately.
7. Dietary personnel shall observe the quantity of ingredients to be used, always consult the dietitian in duty to avoid excess/ left-over food items.
8. Therapeutic Diets and menus shall be planned, prepared, and served with consultation from dietitian.
9. Dietary personnel responsible for serving therapeutic diets shall have guidelines and knowledge of values to make appropriate substitutions when necessary.
10. Standardized recipes that list clear descriptive procedures, portion yield and measures, shall be maintained and utilized and shall correspond to items on the posted menus.

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