
 OSPITAL NG PARANAQUE 		Document Code: OSPAR-ADS-NDS-014
		Implementation Date: 2019
ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX		Page No. 1 of 3
Policy Title: NUTRITION AND DIETETICS SERVICE POLICY ON DIETARY DIET LIST		Section / Department: NUTRITION AND DIETETICS SERVICE
Prepared By: Kara Angelica L. Benavente, RND, MPA Chief Dietitian, Nutrition and Dietetics Service Reviewed By: Meda Calderon, RN, MAN Chief Nurse	Reviewed By: Redentor P. Alquiros, 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

CLASSIFICATION: COMPREHENSIVE

OBJECTIVES:

This policy shall clearly aim to reinforce the procedures to follow on meal service for the nourishment of patients.

COVERAGE:

This policy covers this section and Nursing Service Division.

POLICY:

1. This policy shall ensure efficient and accurate meal service be rendered to all admitted patients.

RESPONSIBILITIES:



1. It shall be the responsibility of the ward nurse on duty to accurately fill up the diet list and must be received daily from wards by the dietary personnel.
2. The Registered Nutritionist-Dietitian shall make rounds for any erroneous and/or incomplete diet list.

PROCEDURE:

1. Diet lists are received daily from wards. These should be in the Nutrition and Dietetics Service not later than 5:00 am for breakfast; 10:00 am for lunch and 4:00 pm for supper.

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

- If there is a following diet change after the mentioned schedule of diet census, the nurse on duty must inform the Nutrition and Dietetics Service through telephone call.

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ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX		Page No. 2 of 3
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- The diet should clearly include the date, full name of the patient, the diet, bed number, diagnosis, remarks, and other pertinent information.
- The diet list and all subsequent changes should be signed by the person who prepared it and should always be countersigned by the nurse on duty.
- The diet of new admissions after the diet list has been submitted to the Nutrition and Dietetics Service takes effect immediately upon receipt of notice.
 - Late notice for the changers of diet shall be given a meal after the next census of dietary personnel.
- This section shall be notified by nurse on duty of the discharge, change of room, and bed of their patients before meal hours to facilitate effective food distribution.
- Any notice of admission, discharge or change of diet received by telephone MUST be followed by a written notice. It shall be duly noted in the diet list upon its return to the ward.
- Changes of diets received between:
 - 6:00 a.m. - 10:30 am will take effect at lunch
 - 1:00p.m. – 4:00 p.m. will take effect at Supper
 - 5:00 p.m. – 3:30 a.m. will take effect at breakfast the following day.

However, changes will take effect immediately if there is still food available for the specific order.

- Check with the nurses-in-charge for any discrepancy in the changes, admissions, or discharge of patient.

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

APPENDIX F:
Diet list Form

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APPENDIX F: DIET LIST

NUTRITION AND DIETETICS SERVICE
DIET LIST

WARD: _____

DATE: _____

Rm No.	Name of Patient	Age	Ht. (m)	Wt. (kg)	BMI	Diagnosis	Diet Rx	Remarks

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