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|  OSPITAL NG PARANAQUE  | | Document Code: OSPAR-ADS-NDS-002 |
| ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX | | Implementation Date: 2019 |
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| | | Section / Department: NUTRITION AND DIETETICS SERVICE |
| Policy Title: NUTRITION AND DIETETICS SERVICE ORGANIZATION AND STAFFING | Prepared By: Kara Angelica L. Benavente, RND, MPA Chief Dietitian, Nutrition and Dietetics Service | Reviewed By: Redentor P. Alquiros, MD Chief of Clinics Darius J. Sebastian, MD, MPH, PHSAE Hospital Administrator, Ospital ng Paranaque |
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OBJECTIVES:

This policy shall clearly aim to reinforce the goals and objectives of Nutrition and Dietetics Service of Ospital ng Paranaque.

COVERAGE:

This policy covers this section.

ORGANIZATION AND STAFFING:

1. The Chief Dietitian has the overall responsibility for the management of the Nutrition and Dietetics Service.
2. Nutritionist-Dietitian I and II are responsible in the implementation of nutritional care of patients for health maintenance.
 - In the absence of Chief Dietitian, the Nutritionist-Dietitian I shall supervise administrative, therapeutic, and educational aspects of food preparation and service.
3. The Cook A and Cook II are responsible for the overall food preparation of Nutrition and Dietetics Service.
4. The Food server is responsible in meal preparation.
5. In the absence of Cook A, Cook II and Food Server assume the overall food preparation.
6. Administrative Aide III will act as an overall assistant to the Food Server, and shall perform the functions of Food Server in the latter's absence.
7. Detailed Employees are responsible in all activities relating to food service in the Nutrition and Dietetics Service.
8. Delegation of tasks/duties is clearly stated in **DOC# NDS-D&R**.
 - All dietary staff will use the organizational chart to identify lines of communication and authority.

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