



## OSPITAL NG PARANAQUE



Document Code: **OSPAR-ADS-NDS-03**

Implementation Date: 2019

### ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX

Page No. **3 of 8**

**Policy Title:**

**NUTRITION AND DIETETICS SERVICE  
JOB DESCRIPTION OF PERSONNEL WITH  
QUALIFICATIONS ATTACHMENT:  
PERSONNEL WITH FUNCTIONS DUTIES AND  
RESPONSIBILITIES AND WORKING HOURS**

Section / Department:

**NUTRITION AND DIETETICS SERVICE**

**Prepared By:**

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Chief Dietitian, Nutrition and Dietetics Service

**Reviewed By:**

**Redentor P. Alquiros, MD**  
Chief of Clinics

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**Approved by:**

**Jefferson R. Pagsisihan, MD, MHM**  
Hospital Director, Ospital ng Paranaque

**Responsibility:** **CHIEF NUTRITIONIST-DIETITIAN/ NUTRITIONIST-DIETITIAN IV/ V**

**Working Hours:** 8 hours a day / 12 hrs

**Scope:** This duties and responsibilities apply to Chief Nutritionist-Dietitian working in Nutrition and Dietetics Service.



**Objective:** To ensure the systematic workflow in Nutrition and Dietetics Service and to be knowledgeable in their job description.

**Duties and Responsibilities:**

- He/ She shall plan, lead, organize, control and evaluate all activities of the Nutrition and Dietetics Services.
  - Shall implement and recommend Nutrition and Dietetics Services policies and standard to the administration.
  - Shall plan an effective budget and cost control.
  - Shall plan, implement and evaluate proper sanitation and safety standards.
  - Shall develop and maintain an organizational and flow chart of the Nutrition and Dietetics Service showing the responsibilities of all personnel.
  - Shall plan and maintain effective human resource management.
  - Shall conduct regular meetings with Nutrition and Dietetics Service staff and personnel.
- He/ She shall plan, organize, direct, and evaluate the clinical functions of the Nutrition and Dietetics Service.
  - Shall guide and direct competent clinical Nutritionist-Dietitians to ensure effectiveness of the service.
  - Shall monitor, review and evaluate the efficiency of the clinical aspect of the service.
- He/ She shall plan, develop, implement, and evaluate supply requirements and food preparations for patients and personnel within the set budget allocations.
- He/ She select possible suppliers and distributors for all food supplies and equipment.
- He/ She shall write reports on all condemn items to property.
- He/ She shall have the full authority on Nutrition and Dietetics Service equipment and a supply since it is under his/her responsibility in the institution.
- He/ She shall direct food productions within standards.
  - Shall monitor food service or conformity with quality standards.
  - Shall identify problems in food service and/or in the production system.
- He/ She shall maintain complete and accurate records of daily purchases, issuance, payments and inventory of food supplies.

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

9. He/ She shall communicate and choose the supplier for proper documents needed and standard procedure.

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<b>ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX</b>		Page No. <b>4 of 8</b>
<b>Policy Title:</b> <b>NUTRITION AND DIETETICS SERVICE          JOB DESCRIPTION OF PERSONNEL WITH          QUALIFICATIONS ATTACHMENT:          PERSONNEL WITH FUNCTIONS DUTIES AND          RESPONSIBILITIES AND WORKING HOURS</b>		Section / Department: <b>NUTRITION AND DIETETICS SERVICE</b>
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10. He/ She shall supervise quarterly inventory of all Nutrition and Dietetics Service equipment and utensils.
11. He/ She shall do the manpower schedule and approves leave and request on duty.
12. He/ She shall prepare and submit Yearly Accomplishment Report and Annual Procurement Plan.
13. He/ She shall directly report to Hospital Director/ Administrators and Chief of Clinics for any problem encounter in Nutrition and Dietetics Service operation.
14. He/ She shall supervise menu planning of regular and therapeutic diets.
- Shall approve and revise menu cycle based on patient's acceptance, availability of resources and prevailing situations.
15. He/ She shall analyze and update job description.
16. He/ She shall assign personnel to attend seminars and trainings relevant to their function.
17. He/ She shall sign patient's audit chart in the absence of Dietitian on duty.
18. He/ She shall attend seminars/conventions, trainings and meeting locally and internationally and as assigned by Hospital Director and Chief of Clinics.
19. He/ She shall be in charge in selecting, scheduling and conducting orientations, in-service trainings for personnel.
20. He/ She shall request for the semi-annual application of Health Certificate for all Nutrition and Dietetics Service employees.
21. He/ She shall process the yearly Sanitation permit of Nutrition and Dietetics Service.

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



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## ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX

Page No. **5 of 8**

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### Prepared By:

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### Approved by:

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Hospital Director, Ospital ng Paranaque

### Responsibility:

**NUTRITIONIST-DIETITIAN I and II**

### Working Hours:

8 hours a day / 12 hrs

### Scope:

This duties and responsibilities apply to Nutritionist-Dietitian working in Nutrition and Dietetics Service.



### Objective:

To ensure the systematic workflow in Nutrition and Dietetics Service and to be knowledgeable in their job description.

### Duties and Responsibilities:

1. He/ She shall collect and review Diet List of different wards.
2. He/ She shall inspect and accept all deliveries of food items for proper quantity and quality in accordance with the specifications set by the service.
3. He/ She shall supervise and assist food preparation especially in therapeutic and specialized diets.
4. He/ She shall supervise dishing out and distribution of food.
5. He/ She shall perform diet census or diet updates on different wards.
6. He/ She shall supervise the preparation of Blenderized Feeding for in-patients and prepare in the absence of assigned personnel.
7. He/ She shall record daily meal census.
8. He/ She shall supervise and ensure maintenance and improvement of sanitation and safety standards from preparation to distribution of food.
9. He/ She shall conduct nutrition screening, assessment and counseling of in-patient and out-patient and/ or relative.
10. He/ She shall request office supplies and equipment.
11. He/ She shall encode and keep minutes of monthly department meetings.
12. He/ She shall directly report to Chief Dietitian.
13. He/ She shall prepare incidental reports.
14. He/ She shall conduct quarterly inventory of all Nutrition and Dietetics Service Department equipment and utensils.
15. He/ She shall sign the audit form in in-patients' chart.
16. He/ She shall promote the diet therapy programs and coordinate with other departments regarding nutrition and dietetic programs approved by Chief Dietitian.
17. He/ She shall post to bulletin board memoranda and announcements.
18. He/ She shall update all the memo/ circular and announcements to all Nutrition and Dietetics Service personnel before filling.
19. He/ She shall attend seminars/conventions/meetings and trainings of his/her choice and also, as assigned by Chief Dietitian for Professional development whether sponsor or on his/her own budget.
20. He/ She shall handle multi-task responsibilities, as assigned by Chief Dietitian.
21. He/ She develop monthly cycle menu with the approval of Chief Dietitian of regular and therapeutic diet in consideration with the availability, cost, and nutritive value.

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

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<b>ANCILLARY DIVISION HOSPITAL POLICIES AND PROCEDURES MANUAL APPROVAL MATRIX</b>		Page No. <b>6 of 8</b>
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**Responsibility:** **COOK A and COOK II**  
**Working Hours:** 8 hours of work a day/ 12 hrs  
**Scope:** This duties and responsibilities apply to Cook A and Cook II working in Nutrition and Dietetics Service.  
**Objective:** To ensure the systematic workflow in Nutrition and Dietetics Service and to be knowledgeable in their job description.

**Duties and Responsibilities:**

1. He/ She, together with Dietitian shall supervise overall food preparation and cooking of meals.
2. He/ She, together with Dietitian on duty will plan for specialized diet (e.g. EDCF, with food allergies)
3. He/ She shall cook regular diet and therapeutic diet meals according to planned menus for in-patients and for special functions in the hospital.
4. He/ She shall cook food upon special meal request / emergency feeding.
5. He/ She shall apportion in-patients' meals.
6. He/ She shall assist in the supervision on maintenance and improvement of sanitation and safety standards from preparation to distribution of food.
7. He/ She shall check and review work of food service workers.
8. He/ She shall assist or give suggestions on planning cycle menu.
9. He/ She shall prepare of Daily Market List.
10. He/ She shall assist in monitor standing storeroom stocks.
11. He/ She shall make Nutrition and Dietetics Service request at property section for kitchen supplies.
12. He/ She shall assist and input idea on menu planning of regular and therapeutic diet in consideration with the availability (in-season), cost, and nutritive value.

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



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Page No. **7 of 8**

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### Prepared By:

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### Approved by:

**Jefferson R. Pagsisihan, MD, MHM**  
Hospital Director, Ospital ng Paranaque

### Responsibility:

**FOOD SERVER**

### Working Hours:

8 hours of work a day/ 12 hrs

### Scope:

This duties and responsibilities apply to Food Server working in Nutrition and Dietetics Service.

### Objective:

To ensure the systematic workflow in Nutrition and Dietetics Service and to be Knowledgeable in their job description.

### Duties and Responsibilities:

1. He/ She shall collect Diet List of different wards, 5:00 a.m. for breakfast; 10:00 a.m. for lunch and 4:00 p.m. for dinner in the absence of Dietitian.
2. He/ She shall receive, check and unload delivered food items from the market to proper storage areas.
3. He/ She shall supervise overall food preparation and cooking of meals, in the absence of Cook A and Cook II.
4. He/ She shall assist in cooking of meals for patients.
5. He/ She shall purchase food items as need arises and shall do errands in the market/supplier.
6. He/ She shall assist preparation of ingredients such as weighing, washing, peeling and cutting of the ingredients with the supervision of Cook A or Cook II.
7. He/ She shall cook patients' meals, in the absence of Cook A or Cook II.
8. He/ She shall distribute food to the patients in different wards.
9. He/ She shall distribute food to requestors of special meal request.
10. He/ She shall assist monitor standing storeroom stocks and report if replenishment is needed.
11. He/ She shall clean the Nutrition and Dietetics Service Department and other premises, observe proper disposal of garbage and keep the department uncontaminated.
12. He/ She shall assist in conducting quarterly inventory of all Nutrition and Dietetics Service equipment and utensils.
13. He/ She shall report and request all the needed stocks and supplies for Nutrition and Dietetics Service operation.

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



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Page No. **8 of 8**

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**Responsibility:**

**ADMINISTRATIVE AIDE IV / III**

**Working Hours:**

8 hours of work a day/ 12 hrs

**Scope:**

This duties and responsibilities apply to Administrative Aide III working in Nutrition and Dietetics Service.

**Objective:**

To ensure the systematic workflow in Nutrition and Dietetics Service and to be knowledgeable in their job description.

**Duties and Responsibilities:**

1. He/ She shall collect Diet List of different wards for breakfast at 5:00 a.m.; 10:00 a.m. for lunch and 4:00 p.m. for dinner, in the absence of Nutritionist and Food server.
2. He/ She shall prepare Blenderized feeding as assigned by Chief Dietitian, in the absence of Dietitian on duty.
3. He/ She shall be in charge in washing Blenderized Feeding Bottles and other utensils used.
4. He/ She shall monitor standing storeroom stocks and report if replenishment is needed.
  - Monitor availability of plastic, cling wrap, aluminum foil, plates, and trays.
5. He/ She shall record daily meal census in the logbook, in the absence of Dietitian.
6. He/ She shall prepare Daily Time Record (DTR) every 7<sup>th</sup> and 23<sup>rd</sup> of the month for every Nutrition and Dietetics Service staff.
7. He/ She will directly inform the Chief Dietitian or Dietitian on duty when emergency arises, filing of leave, will do under time/half day and absences
8. He/ She shall be responsible to inform his/her co-employees when emergency arises, filing of leave, will do under time/half day and absences.
9. He/ She shall file leave form and/or change of duty.
10. He/ She shall receive and transmit telephone messages and communications (Memo, circular, etc.) from different department.
11. He/ She shall check and inspect Nutrition and Dietetics Service utensils and equipment as instructed by the Chief Dietitian.

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