

DEPARTMENT: Dietary Department

PROCEDURE: KIT 50

SUBJECT: Meal and Nourishment Delivery Service

PURPOSE: To outline the policy and procedure for management of inpatient meal and nourishment delivery.

RESPONSIBILITY:

- Director of Food Services
- Dietary Services
- Dieticians

PROCEDURE:

1. Patient Meal Trays:
 - a. Patient trays are assembled in the kitchen and brought to the floor by a diet assistant via insulated cart.
 - b. The nursing staff is to prepare patient/resident for meal service; patient is setup, in chair or bed as appropriate, bedside stands cleared and pulled out ready for meal tray.
 - c. The dietary staff then deliver the trays to patients with the help of Nursing care team; once the patients have finished their meals Nursing picks up the tray and places it on the meal cart and delivers it to the dietary dish room 1-hour after each meal delivery .
2. Patient Service schedule
 - a. Patients breakfast meal is served at 8:00a.m, lunch is served at noon, supper is served at 5pm.
 - b. Snacks & nourishments are served at 10a.m, 2pm, and H.S is taken to the floor at 7pm prior to dietary staff leaving for the evening.
3. Snacks, Nourishments & Supplements:
 - a. All snacks, nourishments and oral nutritional supplements are marked with the patients' name and room number and sent to the floor where they are distributed by the nursing assistants.
 - b. Nourishments and high calorie /high protein foods are worked into patient meal plans in addition to the standard meal as recommended by the dietitian and or ordered by the physician.
 - c. Snacks are coordinated by the Dietitian as per patient needs and given in accordance with the diet orders.
 - d. Oral nutritional supplements are prescribed by the physician, coordinated by the dietitian, and sent to the patient as per the above procedure.
 - e. All items sent are to be recorded on the patients meal label of the cooks sheet at each sending, to ensure communication between dietary staff of what has been given.

4. Water Containers:

- a. Soiled used water mugs and glasses for patient bedside are brought to the dish room to be sanitized by the dietary department, by nursing department.
- b. Cleaned and sanitized mugs are stocked at the Nurses kitchenette for patient use as needed by dietary staff.

REVIEW PROCESS:

- To be reviewed every 2 years by Director of Food Services and Dietician.