

WEISMAN CHILDREN'S REHABILITATION HOSPITAL (WCRH)

NUTRITION MANUAL

SUBJECT: Delineation of Dietitian & Food Services

NO: 102

EFFECTIVE DATE: 12/20/97

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REVIEWED/REVISED: 03/01/03, 8/04, 8/05, 7/06, 8/07, 9/08, 9/09, 10/10, 11/11, 3/13, 5/14, 9/16, 2/19, 2/20, 1/22, 7/23, 4/26

PURPOSE:

To establish a clear outline of responsibilities between the WCRH Director of Nutrition Services/Registered Dietitian Nutritionist and the contracted food service organization.

POLICY:

The clinical dietitian services are provided by WCRH with food service provided by a contracted food service organization.

PROCEDURE:

- A. The contracted services provided by a contracted food service organization include
1. Development and implementation of written objectives, policy and procedure manual, organization plan and a Quality/Performance Improvement Program for food services.
 2. Job Descriptions and annual employee competency evaluations for food service personnel are maintained by the contracted food service organization.
 3. The contracted food service organization will perform education for food service personnel with input from the WCRH Director of Nutrition Services/Registered Dietitian Nutritionist as requested by the contracted food service organization.
 4. Meetings between the contracted food service organization's Director of Food Services (or Registered Dietitian Nutritionist) and WCRH Director of Nutrition Services/Registered Dietitian Nutritionist will be held on a routine basis to ensure dietary concerns are communicated. Intermittent communication will take place as issues arise. This will be done via phone, email or in-person.
 5. WCRH will communicate diet orders/food allergies and diet order/food allergy changes electronically. A diet sheet will automatically print in the diet office at 5 am, 10 am and 3 pm daily. In the event that electronic communication is nonfunctional, diet orders/food allergies will be provided via email or fax machine. A photocopy of the written diet order/food allergy will be provided to the food service organization in the event the electronic communication and the fax machine are both nonfunctional.
 6. The contracted food service's Nutrition Assistants/Diet technicians will update information in Delegate for each patient, which includes the date, patient name, age or date of birth,

location (room number), food allergies and diet order. Updates will be communicated via electronic print out, email, fax machine or the dietary folder.

7. The contracted food service organization will develop pediatric menus for WCRH, which meet the nutritional, therapeutic and cultural needs of the children and have flexibility for patient individual food preferences. The guidelines for such menus will be found in the Academy of Nutrition and Dietetics Pediatric Nutrition Care Manual (accessible on-line) and has been made available to the contracted food service organization for their use.
8. The contracted food service organization will utilize the Delegate computerized menu system and meal selections will be reviewed for adherence to diet orders.
9. The contracted food service will prepare meals and snacks using proper sanitation, temperature, light, moisture, ventilation, and security.
10. The contracted food service will provide daily delivery of floor stock items as designated by the PAR list. The PAR list is reviewed on an ongoing basis by the Dietary Committee. The contracted food service organization will place items in the patient food refrigerator according to First In First Out (FIFO) procedures. Expiration dates ("use by") will be placed on perishable items by the contracted food service organization. When expiration dates are not present, the contracted food service organization will be notified and food will be discarded appropriately.

B. WCRH Director of Nutrition Services/Registered Dietitian Nutritionist responsibilities include:

1. Development and implementation of written objectives, policy and procedure manual and a Quality Improvement/Performance Improvement program specific to the needs of WCRH. The WCRH Director of Nutrition Services/Registered Dietitian Nutritionist will review the performance improvement program and policy and procedure manual of the contracted food provider, as provided by the contracted food service director.
2. Providing nutritional education activities for all WCRH staff and offering consultation to WCRH personnel.
3. Providing nutritional counseling and education for all WCRH patients.
4. Assess the nutritional needs of all WCRH patients, prepare a nutrition care plan and provide nutrition services to the patient as specified in the nutrition care plan. The patient's needs must be reassessed and the nutrition care plan revised as needed. The plan of care is documented in the patient's medical record.
5. Monitor the contracted food service's Delegate to assure information is accurate. Review of Delegate by the WCRH Director of Nutrition Services/Registered Dietitian Nutritionist will take place each week to ensure all current information is complete and accurate.
6. WCRH will monitor patient satisfaction, including the quality of food service. Results will be reviewed with the contracted food service organization's Food Service Director.

7. Meetings between the contracted food service director (or Registered Dietitian Nutritionist) and WCRH Director of Nutrition Services/Registered Dietitian Nutritionist will be held on a routine basis to ensure food service concerns are communicated. Intermittent communication will take place as issues arise. This will be done via phone, email, or in-person.
8. WCRH will communicate diet orders/food allergies and diet order/food allergy changes electronically. A diet sheet will automatically print in the diet office 3 times per day. In the event that electronic communication is nonfunctional, diet orders/food allergies will be provided via email or fax machine. A photocopy of the written diet order/food allergy will be provided to the food service organization in the event the electronic communication, email and the fax machine are all nonfunctional.
9. The Director of Nutrition Services/Registered Dietitian Nutritionist will ensure that food and nutrition products are consistent with each patient's care, treatment, and services.
10. Review and approve an appropriate diet manual for use with the pediatric population and provide the manual to the contracted food service organization. The current manual in use is the Academy of Nutrition and Dietetics Pediatric Nutrition Care Manual (accessible on-line) and has been made available to the contracted food service organization for their use.
11. Participation as part of the interdisciplinary team in developing, implementing, reviewing and revising the patient's nutrition goals.
11. Document clinical nutritional status in the WCRH patient medical record.
12. Review the pediatric menus as provided by the contracted food service organization and provide suggestions as needed. Nutritional analysis of the dietary selection is based on Dietary Reference Intakes (DRI) for specific age groups and is available via Delegate and completed by the either the contracted food service organization or the WCRH Director of Nutrition Services/Registered Dietitian Nutritionist.
13. Review and analyze all calorie counts upon physician order.
14. Monitor the WCRH nourishment room, dining areas and the contracted food service's food distribution trucks for adherence to appropriate standards.
15. Review all nutritional feedback as available from patient satisfaction questionnaire.

Director of Nutrition Services

Contracted Services

Administrator