**COGDELL MEMORIAL HOSPITAL**

NUTRITIONAL SERVICES DEPARTMENT

POLICY AND PROCEDURE MANUAL

**TABLE OF CONTENTS**

**EMERGENCY MANAGEMANT**

* EMERGENCY MANAGEMENT PLAN

**ENVIRONMENT OF CARE**

* NUTRITIONAL SERVICES DEPARTMENT SAFETY
* SERVICES AND SUPPLIES FROM ENVIRONMENTAL SERVICES
* HAZARD SURVEILLANCE DETECTION SURVEY-NUTRITIONAL SERVICES
* CHIPPED OR CRACKED GLASS OR CHINA
* TYPES OF FIRE EXTINGUISHERS
* KITCHEN HOOD FIRE EXTINGUISHING SYSTEM
* ELECTRICAL SAFETY
* EQUIPMENT CONDITION AND SAFETY
* BREAKDOWN OF MAJOR EQUIPMENT

**HUMAN RESOURCES**

* POSITION DESCRIPTION/PERFORMANCE and COMPETENCY EVALUATION
	+ - NUTRITION SERVICES DIRECTOR
		- REGISTERED DIETITIAN
		- NUTRITION SERVICES SUPERVISOR/DIETARY CLERK
		- COOK
		- NUTRITIONAL SERVICES WORKER I
		- SNACK BAR WORKER
* ORIENTATION OF NEW EMPLOYEES
* PERFORMANCE EVALUATIONS
* CONTINUING EDUCATION/IN-SERVICE

**INFECTION PREVENTION AND CONTROL**

* INFECTION PREVENTION AND CONTROL
* STANDARD PRECAUTIONS TO PREVENT SPREAD OF INFECTION
* WASTE DISPOSAL
* HAND HYGIENE
* CAFETERIA INFECTION PREVENTION AND CONTROL
* ICE MACHINE
* PERSONAL HYGIENE

**PERFORMANCE IMPROVEMENT**

* HACCP PRINCIPLES AND PLAN

**PROVISION OF CARE**

* NUTRITIONAL SERVICES DIET MANUAL
* NUTRITIONAL SCREENING
* NUTRITIONAL SCREENING-PERINATAL PATIENT
* NUTRITIONAL ASSESSMENT OF PATIENTS
* NUTRITION CONSULT
* DIET ORDERS-INPATIENT
* THERAPEUTIC DIET
* PATIENT NPO OR ON CLEAR LIQUID DIET
* DAY SURGERY NOURISHMENT
* ENTERAL NUTRITION
* SUPPLEMENTAL NUTRITION SUPPORT AND SNACKS
* PATIENT FOOD FROM NON-HOSPITAL SOURCES
* CALORIE COUNT
* MEAL ROUNDS/PATIENT VISITATION
* MEAL SERVICE TO PATIENTS
* GUIDELINES FOR COMMUNICATION/IMPLIMENTATION BETWEEN NURSING SERVICE AND NUTRITION SERVICE
* MENU PLANNING
* PATIENT MENUS
* PEDIATRIC MENUS
* MENU CHANGES
* FOOD SUPPLY
* FOOD STORAGE
* REFRIGERATOR AND FREEZER TEMPERATURES
* MAINTENANCE OF LOGS FOR REFRIGERATOR TEMPERATURES
* FOOD TEMPERATURES FOR PATIENT TRAYS
* STORAGE AND USE OF LEFTOVERS
* PATIENT FOOD SERVICES-STANDARDIZED RECIPES
* VEGETABLES AND FRUITS FOR SPECIAL DIETS
* DEFROSTING MEATS
* PATIENT TRAY IDENTIFICATION AND DELIVERY
* TRAYLINE PRODUCTION SHEET
* GUEST MEAL SERVICE
* STAFF MEAL SERVICE
* SPECIAL FOOD REQUESTS
* FOOD-DRUG INTERACTION NOTIFICATION
* PATIENT EDUCATION-MODIFIED DIETS