



**LOS ANGELES COUNTY DEPARTMENT OF HEALTH SERVICES
HARBOR-UCLA MEDICAL CENTER**

SUBJECT: DIETS, NOURISHMENTS AND WATER SERVICE

POLICY NO. 391D

CATEGORY: Provision of Care	EFFECTIVE DATE: 3/19
POLICY CONTACT: Megan Blick, RD	UPDATE/REVISION DATE: 5/22
REVIEWED BY COMMITTEE(S): Nutrition Committee	

PURPOSE:

To outline responsibilities of the Nutrition Services Department and nursing staff in providing diets, nourishment, and water service.

POLICY:

All patients will receive proper diet, nourishment, and water service as ordered.

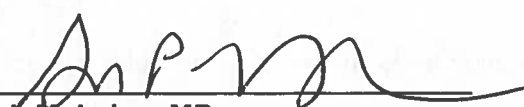
PROCEDURE/RESPONSIBILITIES:

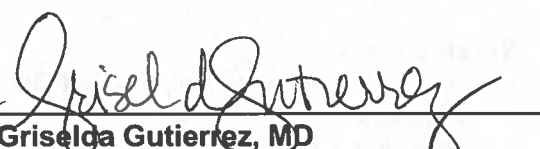
- A. The Nutrition Services Department is responsible for planning and preparing meals to meet the nutritional aspects of patient feedings under the direction of a Registered Dietitian.
 - 1. The identification system for patient trays includes use of meal tickets with the following patient identifiers (PI): patient's name, birthday, MRUN, type of diet, room and bed number.
 - 2. Outpatients may be served diets in certain instances (e.g., when patients are delayed in the scheduled admission process at mealtime; when patients are in a clinic at mealtime because their clinic visit extended more than three (3) hours; when a patient's medical condition requires a diet at an exact time; or when a patient was delayed because of County transportation).
 - 3. Nutrition Services staff deliver patient nourishments to the patient's bedside or nursing station at 0930, 1400 and 1900. Food and Nutrition staff stock the pantries at 0630 and 1630 hours.
 - 4. Nutrition Services should be consulted whenever a patient meets the criteria established in the malnutrition screening tool or nutritional risk triggers. Any health care provider may order a consult for a Dietitian.
 - 5. Nutrition Services will perform caloric count when ordered and when notified via the electronic health record (EHR).
 - 6. Meal hours are planned according to treatment and patient care regimens.

REVISED: 5/19, 5/22

REVIEWED: 3/19, 5/19, 5/22

APPROVED BY:


 Anish Mahajan, MD
 Chief Executive Officer
 Chief Medical Officer


 Griselda Gutierrez, MD
 Associate Chief Medical Officer


 Jason Black, MBA, DNP, RN
 Chief Nursing Officer



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Schedules for hot meal hours are:

- Breakfast: 0645-0845
- Lunch: 1115-1315
- Dinner: 1645-1845

Cold sack meals are offered in between hot meal times.

Patient meals are served according to the following schedule:

MEAL HOURS							
Area	Breakfast	Lunch	Dinner	Area	Breakfast	Lunch	Dinner
Psych ER	0645	1115	1645	6 East, 6E ICU, & 6P	0755	1225	1755
1 South	0700	1130	1700	5 E ICU & 5 East	0805	1235	1805
8 West	0710	1135	1710	5 W ICU & 5W RTU	0810	1240	1810
7 East	0715	1140	1715	4 West & 4T	0815	1245	1815
7 West	0715	1140	1715	3 West, 3T&4 West II	0825	1255	1825
6 West & 6W ICU	0725	1155	1725	3W ICU & 3WCTU	0835	1305	1835
4 East I	0735	1205	1735	4W CCU	0835	1305	1835
3 East I	0735	1205	1735	ER	0840	1310	1840
3 East II & 4 East II	0745	1215	1745	Hot Food Late Trays	0845-0930	1315-1400	1845-1915

B. Providers will:

1. Enter the ordering physician or primary care provider into the EHR.
2. Write specific diet orders in the EHR to initiate a prescribed diet order, to make changes in a previously ordered diet, to change the type of diet, to "hold" requests for special tests, and for NPO's (nothing by mouth).
 - a. A dietary order, including NPO and fluid restrictions, must be sent to Nutrition Services via EHR for each patient on the ward according to unit census.
3. The physician must write an order in the EHR for patients on modified diets for special permission to approve food to be brought in from outside sources.
4. For routine diet requests or for changes to take effect at the next mealtime, orders must be entered into the EHR prior to the following hours: Breakfast - 0630, Lunch - 930, and Dinner - 1530.
5. Patients who were unable to eat at the scheduled time will be served a "late tray" when a diet order is received in the Nutrition Services Department. "Late Tray" orders must be received by Nutrition Services no later than 0930 for Breakfast, 1400 for Lunch and 1900 for Dinner in order to receive a hot tray; after those times a sack meal will be delivered.

C. Nursing staff will:

1. Transcribe onto the Patient Diet Requisition in the event of a computer system failure, and deliver to the kitchen.
2. Prepare patients for their meal, (e.g., clean over-bed table; provide for handwashing; and position patient appropriately for eating).
3. Notify food service worker of any known diet changes.
4. Deliver tray to patients in Psych, Emergency Department, and Critical Care Units, as well as patients in airborne/droplet isolation.



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5. Assist patient as needed, (e.g., identifying type of food items and location with special emphasis regarding hot items such as coffee for the blind or vision impaired patient).
6. Feed patients who are unable to feed themselves.
7. Remove food items from the patient's bedside that are normally served hot or at a refrigerated temperature (e.g., milk, juice, gelatin, cut fruit, special drinks, custards, cream-filled pies, vegetables and meats) if patient kept tray items after meal completion.
8. Remove late trays from bedside and place in covered white bin in the pantry.
9. Report the need for self-help eating devices to Occupational Therapy.
10. Document in the EHR the patient's food/liquid consumption.
11. Individualize the Patient Care Plan to include special care needs related to eating/feeding (e.g., need for self-help eating devices, need for assistance with eating; need to instruct patient on location of hot liquids on tray).
12. Coordinate with the dietitian the nutritional care stated in the care plan.
13. Request hot late trays for patients as needed. "Late Tray" orders must be received by Nutrition Services no later than 0930 for Breakfast, 1400 for Lunch and 1900 for Dinner to receive a hot tray, after that time a sack meal will be delivered.
14. Nourishments that are ordered to be served at other than 930 and 1400 are to be served by nursing personnel. Offer patients nourishments stocked in the pantry, as needed.
15. Provide water service:
 - a. On admission, patients will receive a pitcher and cup if allowed, based on their diet.
 - b. Nursing staff label the pitcher and cup with the patient's name, medical record number (MRUN), date of distribution, and room number on a sticker placed on the handle of the pitcher.
 - c. Nursing staff fills the pitcher with ice and water as needed/allowed based on diet order.
 - d. A clean pitcher insert is filled with water and ice in the pantry and distributed to each patient's bedside pitcher as requested by the patient.
 - e. The pitcher and cup should be replaced every 4 days or earlier as needed. Nursing labels the new pitcher (in the same manner as previous stated), including the new date of distribution.

D. Dietetic Food Service Workers will:

1. Bring to the unit a diet list, including the patient's name, MRUN, birthdate, room, bed and diet. The food service worker then delivers the tray to the patient after checking two patient identifiers (food service workers may ask the patient to state their name and birthdate).
2. Request signature of the Nurse Manager/designee to verify that meals were delivered to the unit and real-time allergy list was checked.
3. Pick up regularly scheduled trays within one hour of serving. At no time are food trays to remain until the next meal or overnight.
4. Remove food items from the patient's bedside that are normally served hot or at a refrigerated temperature (e.g., milk, juice, cut fruit, gelatin, special drinks, custards, cream-filled pies, vegetables, and meats).



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Reviewed and approved by:
Medical Executive Committee 05/2022

A handwritten signature in black ink that reads "Beverley A. Petrie".

Beverley A. Petrie, M.D.
President, Professional Staff Association