

**OLIVE VIEW-UCLA MEDICAL CENTER
POLICY & PROCEDURE**

**NUMBER: 226
VERSION: 5**

SUBJECT/TITLE: PATIENT FOOD SERVICE

POLICY: Food and Nutrition Services (FNS) provides food service to patients following Hazard Analysis Critical Control Point (HACCP) safe food handling guidelines.

PURPOSE: To ensure the safe handling and management of the patient food service.

DEPARTMENTS: All

PROCEDURE: 1. Patient trays are delivered by FNS personnel according to the meal cart delivery schedule which ensures that no more than 14 hours elapse between dinner and breakfast. Meal service begins at the following times:

Breakfast	Lunch	Dinner
7:15 am	11:15 am	5:15 pm

2. Used trays are picked up by FNS personnel, usually one (1) hour after meals have been served.

3. NOW (late) trays can be ordered by calling the Diet Office at x66171. NOW trays are delivered by FNS until the following times:

Breakfast	Lunch	Dinner
10:00 am	2:00 pm	7:30 pm

After these cut-off times, NOW trays may be picked up in FNS kitchen (Room 1C108). The Diet office is open from 6:15am until 8:00pm daily.

4. Select menus are offered by FNS personnel daily to patients who are on the following diets: regular, low sodium, heart healthy, mechanical soft, NDD dysphagia 3, GI soft, post-gastrectomy, consistent carbohydrate, gestational diabetic, renal, vegetarian, and pediatric (ages 3-18 years). Non-select menus are sent to patients on the following diets: baby (6-9 months, 10-11 months), toddler (ages 1-3 years), liquid, puree, NDD dysphagia 1 and 2, and Kosher.

5. Plant based meals are available to patients in accordance with their physicians' orders.

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6. Patient trays are identified with diet, last name, first name initial, date of birth, and unit/room.
7. Unit floor stock is delivered daily by FNS personnel according to established par levels. FNS is responsible for stocking the supplies, recording refrigerator temperatures, acting on temperatures not meeting standards, checking for outdated products, and discarding any non-FNS food in ward kitchenette refrigerators.
 - Environmental Services shall maintain cleanliness of the ward kitchenettes, including the refrigerators.
 - Nursing shall ensure that only FNS food is stored in the ward kitchenettes.
8. FNS prepares and delivers between-meal snacks to patients. Snacks are included in the following diets: gestational diabetic, post-gastrectomy and toddlers (ages 1-3 years). Nursing may also provide snacks according to the Nourishment Serving Guide.
9. Isolation food service (disposable-ware) should be ordered for Radioactive Isolation and psychiatric precautions.
10. FNS sends enteral products for tube feeding when ordered.
11. Extended stay patients are offered “Alternate Selections” as requested by the patient, nurse, or physician and when appropriate for diet order.
12. “One time meal” tray may be ordered for a member of a patient’s immediate family. Physician or nurse will decide when a visitor should receive a guest tray and obtain verbal approval from Nursing Administration for the guest tray. If approved, the provider will send the request via ORCHID to FNS.

References: Hazard Analysis Critical Control Point (HACCP) Safe Food Handling Guidelines	
Approved by: Bonnie Bilitch (Chief Nursing Officer), Judith Maass (Chief Executive Officer), Rima Matevosian (Chief Medical Officer)	Date: 10/30/2019
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