 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-CSSD-DIET-SOP007
	Revision Number:	0
	Effective Date:	07-30-2020
	Document Type:	Standard Operating Procedure
	Page Number:	1
	Department/Section:	Dietary
	Document Title:	DISTRIBUTION OF SNACKS ON COMPUTED DIETS (AM, PM AND HS)

**PURPOSE:**

1. To deliver to patients their morning, afternoon and bedtime snacks.
2. To meet patient's specific needs for specific nutrients.

**OBJECTIVE:**

To meet the caloric needs of patients.

**RESPONSIBLE PERSON:**


Dietitian, Food Service Worker

**GENERAL GUIDELINES:**

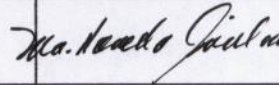
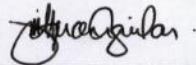

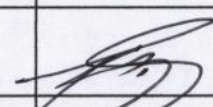
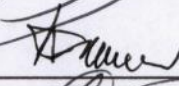
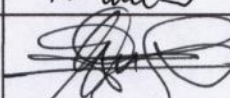
1. The patient's snack shall be distributed at a specific time, as follows

Morning	8:30 AM
Afternoon	2:30 PM
Bedtime	6:30 PM


2. Snack time shall be between 2 main meals and if needed, a bedtime snack after dinner.

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>MA. PAMELA P. GARILAO</b> Dietary Manager		7/27/20
Reviewed:	<b>JOANNA MARIE M. AGUILAR, RN</b> Accreditation Standard Internal Auditor		7-22-2020
	<b>DENNIS C. ESCALONA, MN, FPSQua</b> Quality Assurance Supervisor		07-22-2020
Recommending Approval:	<b>ENGR. NOEL P. GARBO</b> Corporate Strategic Support Officer		7/24/2020
	<b>HENRY F. ALAVAREN, MD, FPSMID</b> Total Quality Division Officer		8/7/2020
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		12/28/2020




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### **EQUIPMENT NEEDED:**

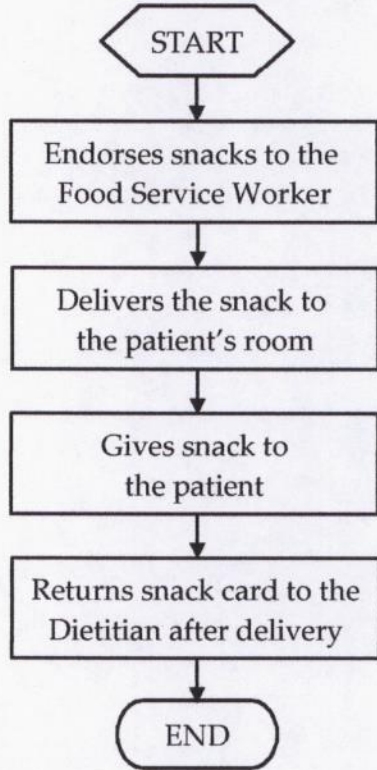
- Diet Cards for Snacks

### **PROCEDURE:**

1. The Dietitian endorses the prepared snacks to the Food Service Worker on duty.
2. The Food Service Worker delivers the snacks to the patient's room.
3. The Food Service Worker gives the snack to patient or to the patient's folk.
4. The Food Service Worker returns the snack card to the Dietitian-on-duty after delivery.

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### FLOWCHART:

PERSON RESPONSIBLE	ACTIVITY
Dietitian	 <pre> graph TD     START([START]) --&gt; A[Endorses snacks to the Food Service Worker]     A --&gt; B[Delivers the snack to the patient's room]     B --&gt; C[Gives snack to the patient]     C --&gt; D[Returns snack card to the Dietitian after delivery]     D --&gt; END([END]) </pre>
Food Service Worker	
Food Service Worker	
Food Service Worker	
Food Service Worker	