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	Effective Date:	08-15-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Dietary Department
	Document Title:	PREPARATION OF PATIENT'S AM, PM AND BEDTIME SNACKS FOR COMPUTED DIETS

PURPOSE:

1. For patients to ingest adequate nutrients to maintain nutritional status.
2. To meet the caloric requirement for the day.
3. To meet the Recommended Dietary Allowance (RDA) for specific nutrients.

SCOPE:

Applies to all Dietary Department Staffs


RESPONSIBLE PERSON:

Dietitian, Food Service Worker

GENERAL GUIDELINES:

1. All patients who are on computed diets, snacks are prescribed as part of the requirement.
2. Dietary Department is responsible to provide the prescribed snacks to patient who needs it.
3. Snacks served should be part of the caloric requirements for the day.
4. Snacks should be served in between the main meals.


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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	8-7-21
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	08-04-2021
Recommending Approval:	NOEL P. GARBO Corporate Strategic Support Division Officer	<i>[Signature]</i>	8-11-2021
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>[Signature]</i>	8/27/2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	10/23/2021


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PROCEDURE:

1. Update and check snack card of patient on computed diets.
2. Make new patient diet computation if there are any changes, and add it in the snack card.
3. Follow menu snack guide for the day.
4. If there is food to be cooked, instruct the cook to prepare.
5. Prepare utensils, supplies, and food item to be used.
Ex. Bread, jam, biscuits, meat, juice, fruit, cups, bread knife, napkins, chopping board, etc.
6. Prepare snacks with the help of the Food Service Worker.
7. Place snack card on individual snack prepared.
8. Endorse prepared snack to the Food Service Worker.
9. Clean the area used during snack preparation.
10. Keep and store all utensils used.


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KEY TASKS	PERSON RESPONSIBLE
1. Updates and checks snack card of patient on computed diets	Dietitian
2. Makes new patient diet computation if there are any changes, and add it in the snack card	Dietitian
3. Follows menu snack guide for the day	Dietitian
4. Instructs the cook to prepare, If there is food to be cooked	Dietitian
5. Prepares utensils, supplies, and food item to be used, Ex. Bread, jam, biscuits, meat, juice, fruit, cups, bread knife, napkins, chopping board, etc	Dietitian
6. Prepares snacks with the help of the Food Service Worker	Dietitian
7. Places snack card on individual snack prepared	Dietitian
8. Endorses prepared snack to the Food Service Worker	Dietitian
9. Cleans the area used during snack preparation	Dietitian
10. Keeps and store all utensils used	Dietitian

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	8.7.21
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>Dennis C. Escalona</i>	08-04-2021
Recommending Approval:	NOEL P. GARBO Corporate Strategic Support Division Officer	<i>Noel P. Garbo</i>	8-11-2021
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>Henry F. Alavaren</i>	8/27/2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>Genesis Goldi D. Golingan</i>	10/23/2021

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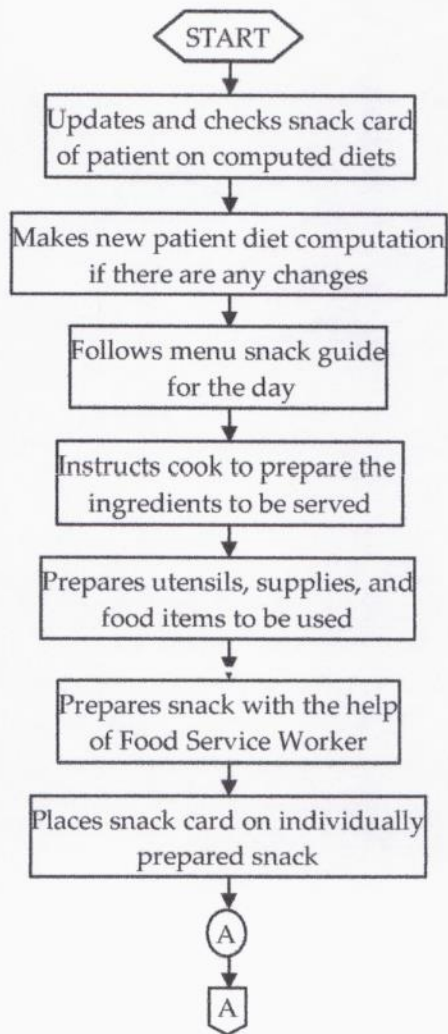
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FLOWCHART

ACTIVITY



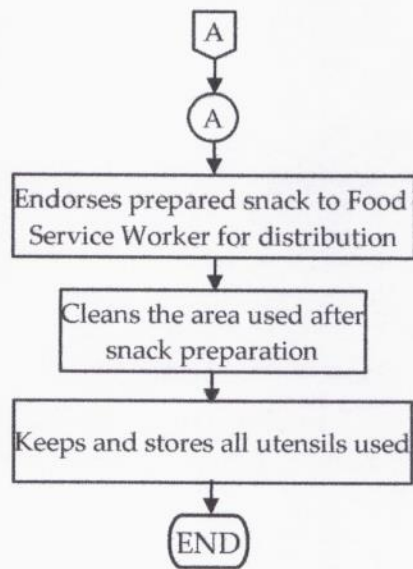
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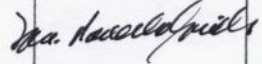


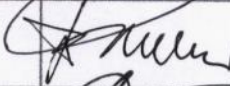



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