 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-I-P12-S02
	Effective Date:	05-31-2022
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 4
	Department/Section:	Nursing Service Department
	Document Title:	<b>REQUESTING OF DIET</b>

**PURPOSE:**

To establish a process in requesting the prescribed diet or food regimen of the patient.

**SCOPE:**

Applies to all Nursing Service Division (Department/Section/Unit) Staff of Dr. Pablo O. Torre Memorial Hospital


**PERSON RESPONSIBLE:**

Registered Nurses, Ward Clerk, Nursing Attendant, Medical Doctors

**GENERAL GUIDELINES:**

- The hospital has a process for requesting and preparing of patient's diet as well as food distribution as appropriate to the care, treatment and services provided.
- Cut-off time for Dietary in printing their lists:
  - Breakfast** – 4:30am
  - Lunch** – 8:30 am
  - Supper** – 3:00pm
- Cut – off time for Dietary in serving meals:
  - Breakfast** – 8:00 a.m.
  - Lunch** – 1:00 p.m.
  - Supper** – 7:00 p.m.
- Schedule of distribution and collection of food trays:
 

<u>Meal distribution</u>	<u>Collection of trays</u>	
Breakfast	7:00 a.m.	9:00 a.m.
Lunch	11:30 a.m.	1:00 p.m.
Supper	5:00 p.m.	6:30 p.m.
- The policy on Two-Patient identifiers shall be practiced in the request, preparation, and distribution of patient's diet.
- Dietary personnel shall be informed if patient's case is communicable. (Patient's diet will be served using disposable food containers).
- Nurse on duty shall update diet list every new admission and/or change of diet.

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### **PROCEDURE:**


- 1 Nurse on duty checks doctor's order. Identifies patient's chart and/or Kardex correctly.
- 2 Nurse on duty/ Ward clerk encodes patient's diet in the (HIS) Hospital information system.
- 3 Nurse on duty/ Ward clerk calls dietary personnel if there is:
  - 3.1 New admission and/or change of diet after cut-off time.
  - 3.2 Patient's case is communicable. (Diet is served using disposable food containers.)

#### **For Osteorized Feeding:**

- 1 Nurse on duty checks doctor's order.
- 2 Identifies patient's chart and/or Kardex correctly.
- 3 Nurse on duty/ Ward clerk encodes patient's diet in the computer or calls dietary personnel after cut-off time
  - 3.1 For prescribed patient, Dietary Staff calls nurse informing him/her of the cost of feeding.
  - 3.2 Nurse on duty prepares transcription note and instructs watcher to settle at Cashier.
  - 3.3 Nurse on duty calls dietary department and gives the official receipt number and amount.
- 4 Dietary personnel informs the station of the availability of feeding.


#### **For Dietary Instruction:**

- 1 Nurse on duty checks doctor's order.
- 2 Nurse on duty informs dietary if patient is for dietary instruction and encodes patient's diet.
  - 2.1 For Non-osteorized Feeding: The dietary personnel goes up to the patient's room between 1:00 PM to 3:00 PM to give instructions.
  - 2.2 For Osteorized Feeding: Nurse on duty encodes the feeding specifications with remark "for dietary instructions".

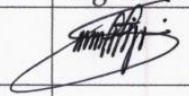
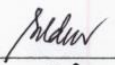


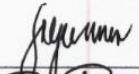
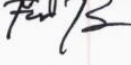
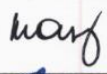

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- 3 Patient's representative is requested to go down to the Dietary Department for actual instructions between 8:30 and 9:30AM.

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**APPROVAL:**

	Name/Title	Signature	Date
Prepared by:	<b>RICHARD S. MONTILJAO, RN</b> OIC Policy Development Officer		5/17/2022
Verified by:	<b>SHALAIN SOCORO L. DURAN, RN</b> Nurse Manager for Operations		5/30/2022
	<b>HANNAH KHAY S. TREYES, RN MN</b> Chief Nurse		5/30/2022
Reviewed:	<b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b> Quality Assurance Supervisor		5/31/2022
Recommending Approval:	<b>MARIA LIZA C. PERAREN, RN MAN</b> Nursing Division Officer		6/1/2022
	<b>HENRY F. ALAVAREN, MD, FPSMID, FPSQua</b> Total Quality Division Officer		6/2/22
	<b>MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA</b> Vice President – Chief Medical Officer		6-9-22
Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		6/15/22



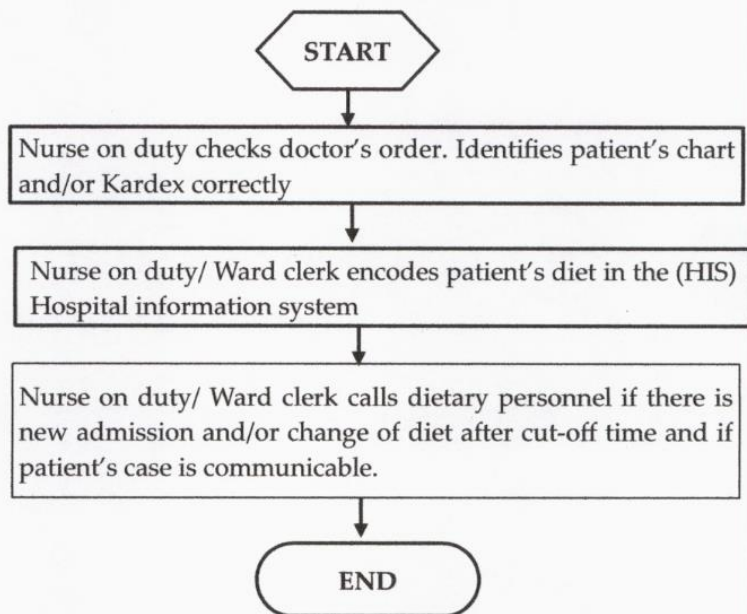



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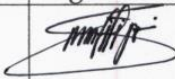
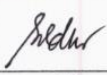


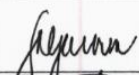
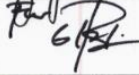


#### FLOWCHART:




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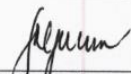
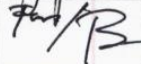


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Approved:	<b>GENESIS GOLDI D. GOLINGAN</b> President and CEO		6/10/22

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KEY TASKS	PERSON RESPONSIBLE
<ol style="list-style-type: none"> <li>1. Checks doctor's order and identifies patient's chart and/or Kardex correctly.</li> <li>2. Encodes patient's diet in the (HIS) Hospital Information System.</li> <li>3. Calls Dietary Personnel if there is new admission and/or change of diet after cut-off time.</li> <li>4. Gets feeding from Dietary Department if patient is okay for all charges (follow dietary schedule).</li> </ol>	Staff Nurse/Ward Clerk
<ol style="list-style-type: none"> <li>1. Calls the Nurse informing him/her the cost of feeding.</li> <li>2. Informs the Station of the availability of feeding.</li> <li>3. Goes up to the patient's room between 1:00 PM to 3:00 PM to give dietary instructions.</li> </ol>	Dietary Staff

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