 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-F-79-P01-S11
	Effective Date:	08-15-2021
	Document Type:	Standard Operating Procedure
	Page Number:	1 of 3
	Department/Section:	Dietary Department
	Document Title:	DISTRIBUTION/SERVING OF REGULAR AND COMPUTED DIETS (BREAKFAST, LUNCH AND DINNER)

PURPOSE:

1. To deliver to patients breakfast, lunch and dinner.
2. To meet the nutritional requirement/caloric needs of patients.
3. To meet patient's specific needs for specific nutrients.

SCOPE:

All staffs of Dietary Department

PERSON RESPONSIBLE:

Dietitians, Food Service Workers, Nurse-in-Charge/Nurses Aid


GENERAL GUIDELINES:

1. Patient's meal shall be distributed at a specified time as follows:

BREAKFAST	7:00 AM – 8:00 AM
LUNCH	11:00 AM – 1:00 PM
DINNER	5:30 PM – 7:00 PM

2. Food Service Worker shall endeavor to deliver patient's meal to their room within the specified schedule.
3. If patient or watcher is not around, the meal tray will be served with the Nurse-in-Charge notified.
4. If patient has transferred room or a new patient has come in, the Food Service Worker will serve the patient's meal tray once informed by the Nurse-in-Charge.
5. Once patient's meal is distributed, change of diet will take effect on the next meal.


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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	8-3-21
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. The Dietitian endorses the prepared diet cards to the Food Service Worker on duty.
2. The Dietitian dishes out patient's meal tray together with the Food Service Worker.
3. The Food Service Worker delivers the meal tray to the patient room.
4. If the patient is not around, the meal tray will be served with the Nurse-in-Charge notified.
5. If patient transferred to another room or a new patient has come in, the Food Service Worker will wait for the advice of the Nurse-in-Charge.
6. The Food Service Worker returns the diet cards to the Dietitian on duty.

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KEY TASKS	PERSON RESPONSIBLE
1. Endorses the prepared diet cards to the Food Service Worker on duty	Dietitian
2. Dishes out patient's meal tray together with the Food Service Worker	Dietitian
3. Delivers the meal tray to the patient room	Food Service Worker
4. Returns the diet cards to the Dietitian on duty	Food Service Worker

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	9/7/21
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>[Signature]</i>	09/03/2021
Recommending Approval:	ENGR. NOEL P. GARBO Corporate Strategic Support Division Officer	<i>[Signature]</i>	9/14/2021
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>[Signature]</i>	9/17/2021
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	10/23/2021