 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-CSSD-DIET-P002
	Revision Number:	1
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	Document Type:	Policy
	Page Number:	1
	Department/Section:	Dietary
	Document Title:	POLICY ON FEEDING PREPARATION (COMMERCIAL AND BLENDERIZED) FORMULAS

PURPOSE:

For admitted patients whose sole source of nutrition is through feeding, the Dietary Department ensures that the feeding prepared is patient specific. The department also endeavors to do it in accordance with doctor's order so that the patient will have the nutrients required for the day.

LEVEL:

Dietitian, Nurse, Food Service Worker

DEFINITION OF TERMS:

- Enteral Nutrition (Tube Feeding)- A way to provide food through a tube placed in the nose, the stomach, or the small intestine.
- when a patient has a functioning gastrointestinal tract but is unable to ingest enough foods orally, tube feeding is given.

POLICY:

1. Tube Feeding Formulas used maybe of modular, disease-specific, blenderized, commercial preparation.
2. The tube feeding formula should be labeled with the patient's name, product name, volume, room number, calories and time prepared.
3. The enteral formulation should be stored in the refrigerator and should be discarded after 24 hours by the nurse.
4. Preparation should be done by the Clinical dietitian/Food Service Worker.
5. Nurse is responsible to administer the tube feedings.




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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. PAMELA P. GARILAO Dietary Manager	<i>Ma. Pamela P. Garilao</i>	7/17/20
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	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>Dennis Escalona</i>	07-22-2020
Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Corporate Strategic Support Officer	<i>Noel P. Garbo</i>	7/24/20
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>Henry F. Alavaren</i>	8/7/2020
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>Genesis Goldi D. Gologan</i>	09-15-2020

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	Document Title:	POLICY ON FEEDING PREPARATION (COMMERCIAL AND BLENDERIZED) FORMULAS

PROCEDURE:

1. Dietitian reads tube feeding prescription from the breakfast diet list.
2. Dietitian keys in tube feeding prescription for charging to Billing.
3. If charge is not okay, Dietitian calls the Nurses' Station to inform Billing (patient's bill is not okay)
4. Food Service Worker cleans all utensils to be used and gathers all ingredients for the tube feeding preparation.
5. Food Service Worker prepares the tube feeding.
6. Food Service Worker measures volume of hot water and commercial formula/natural ingredients.
7. Food Service Worker measures cooled hot water.
8. Food Service Worker pours measured commercial formula into cooled hot water.
9. Strain.
10. Food Service Worker places the blenderized/ natural formula in the food processor.
11. Food Service Worker blends the formula into liquid form.
12. Food Service Worker cools further the prepared formulas.
13. Food Service Worker refrigerates the prepared formulas.
14. Food Service Worker delivers the tube feeding formula to the concerned stations.

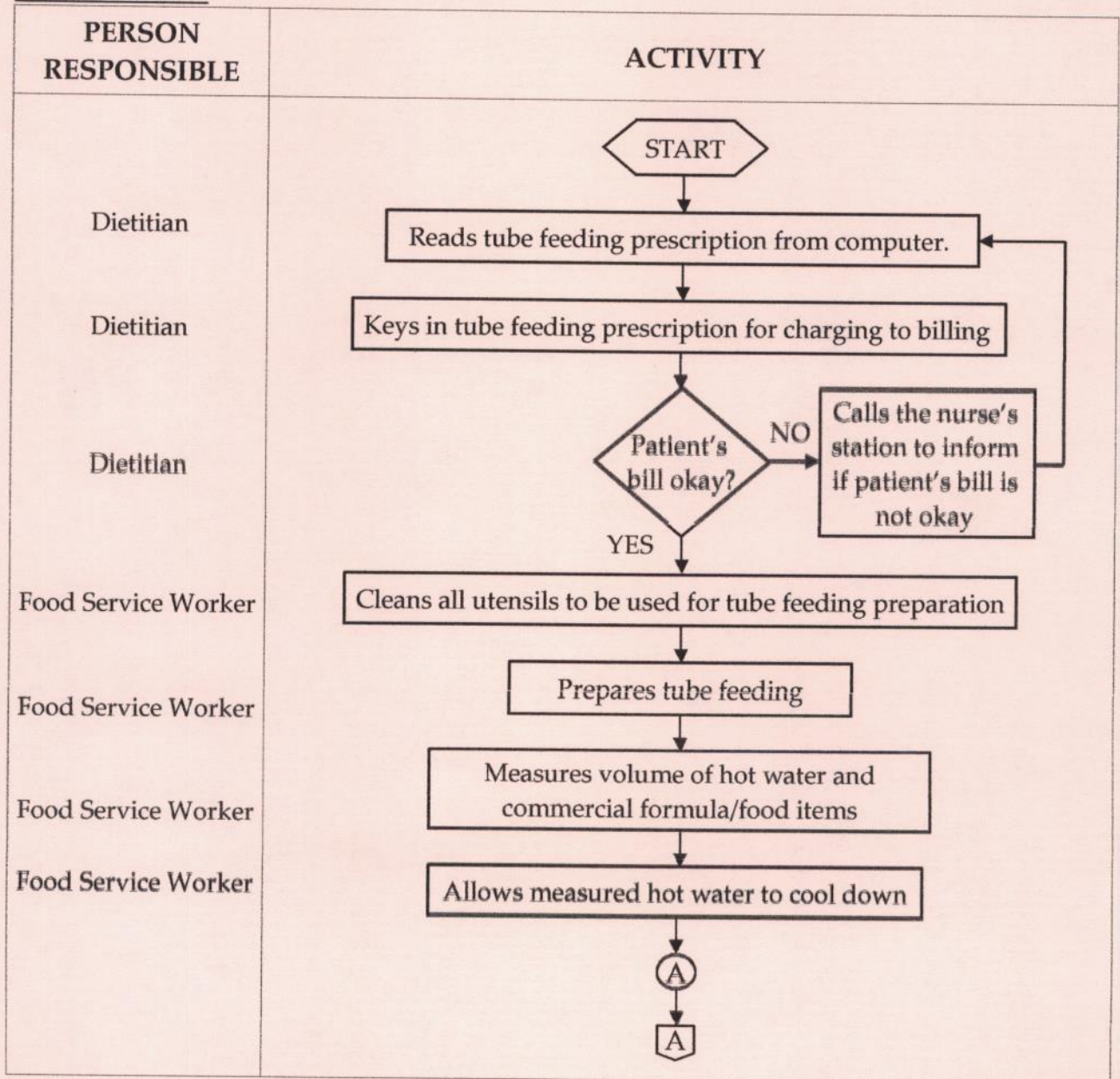


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FLOWCHART:

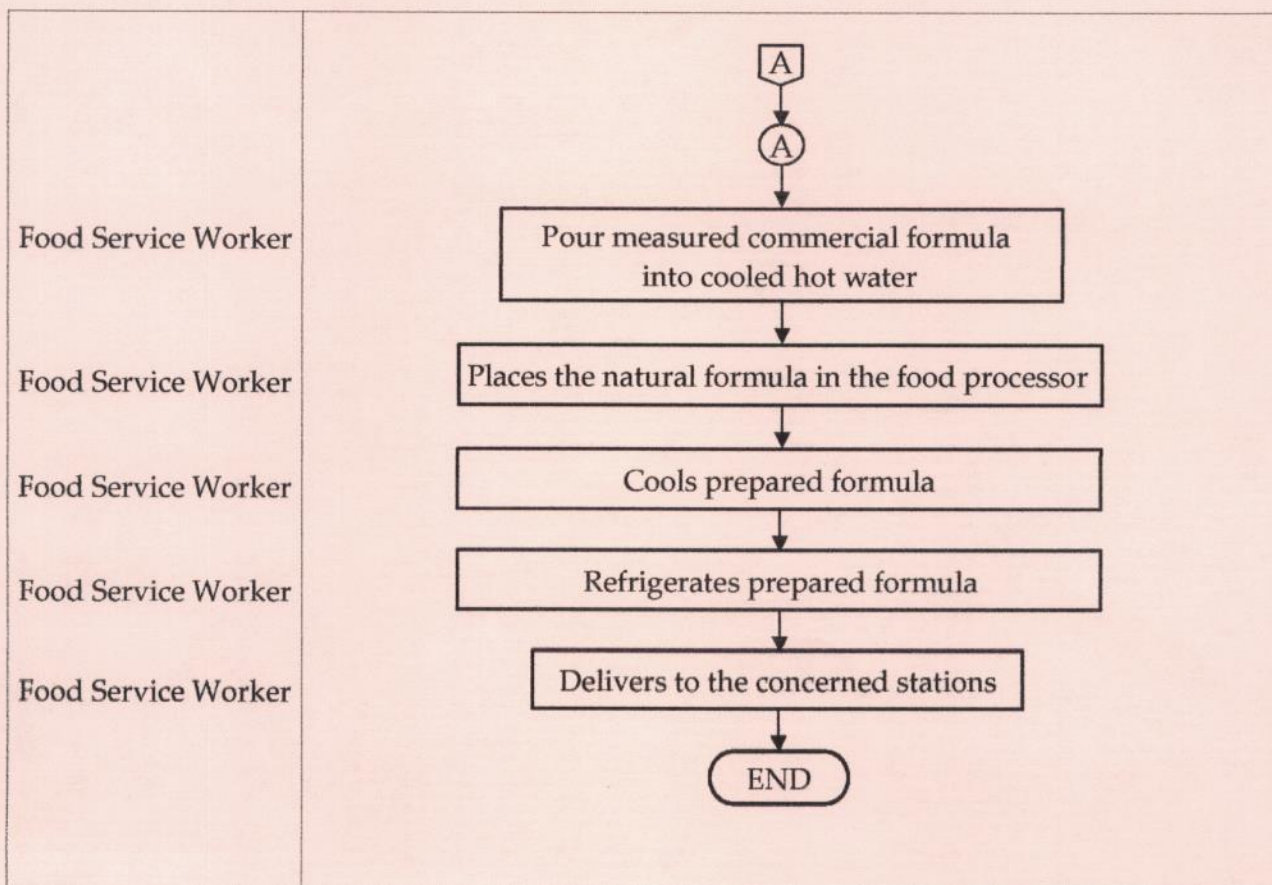





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	Document Title:	POLICY ON FEEDING PREPARATION (COMMERCIAL AND BLENDERIZED) FORMULAS

WORK INSTRUCTION:

Dietitian

1. Gets the tube feeding prescription from the diet list.
2. Renders tube feeding preparation charges in the computer.
3. Gives the patient's tube feeding card to the food service worker for preparation.

Food Service Worker

1. Receives the patient's tube feeding card from the dietitian.
2. Prepares the patient's tube feeding.
3. Delivers the tube feeding to station's concern.

DOCUMENTATION:


Breakfast Diet List

DISSEMINATION:

1. Constant preparation of tube feeding and delivery to station's concern.
2. Dietary Department Policy and Procedure Manual

REFERENCE:

Definition of Enteral nutrition. (n.d.). MedicineNet. Retrieved June 26, 2020, from <https://www.medicinenet.com/script/main/art.asp?articlekey=39500>

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	Revision Number:	0
	Effective Date:	07-30-2020
	Document Type:	Policy
	Page Number:	1
	Department/Section:	Dietary
	Document Title:	WASHING OF TUBE FEEDING BOTTLES

PURPOSE:

1. To eliminate microorganisms.
2. To eliminate chemical additives.
3. To eliminate presence of dust, insects and other foreign materials.
4. To ensure that the tube feeding bottles used are clean and safe to use.

LEVEL:

Food Service Worker

DEFINITION OF TERMS:

- Tube feeding, also called enteral nutrition, is a way food can get into the body if patients are unable to eat or unable to eat enough¹

POLICY:

1. All bottles for tube feeding must be washed before and after use.
2. Hot water should be used for final rinsing.
3. All bottles for tube feeding shall pass through the dish washing machine.




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Document Type:	Policy
Page Number:	2
Department/Section:	Dietary
Document Title:	WASHING OF TUBE FEEDING BOTTLES


APPROVAL:

	Name/Title	Signature	Date
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	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor	<i>Dennis C. Escalona</i>	07-22-2020
Recommending Approval:	ENGR. NOEL P. GARBO, FPCHA Corporate Strategic Support Officer	<i>Engr. Noel P. Garbo</i>	7/24/2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer	<i>Henry F. Alavaren</i>	8/7/2020
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	Name/Title	Signature	Date
Prepared by:	MA. PAMELA P. GARILAO Dietary Manager	<i>Ma. Pamela P. Garilao</i>	7/17/20
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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:	FEEDING PREPARATION (COMMERCIAL AND BLENDERIZED) FORMULAS

PURPOSE:

For admitted patients whose sole source of nutrition is through feeding, the Dietary Department ensures that the feeding prepared is patient specific. The department also endeavors to do it in accordance with doctor's order so that the patient will have the nutrients required for the day.

SCOPE:

Applies to all Dietary Department Staffs


RESPONSIBLE PERSON:

Dietitians and Food Service Worker

GENERAL GUIDELINES:

1. Tube Feeding Formulas used maybe of modular, disease-specific, blenderized, commercial preparation.
2. The tube feeding formula should be labeled with the patient's name, product name, volume, room number, calories and time prepared.
3. The enteral formulation should be stored in the refrigerator and should be discarded after 24 hours by the nurse.
4. Preparation should be done by the Clinical dietitian/Food Service Worker.
5. Nurse is responsible to administer the tube feedings.


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 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-F-79-P01-S07
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APPROVAL:

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PROCEDURE:

1. Dietitian reads tube feeding prescription from the breakfast diet list.
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3. If charge is not okay, Dietitian calls the Nurses' Station to inform Billing (patient's bill is not okay)
4. Food Service Worker cleans all utensils to be used and gathers all ingredients for the tube feeding preparation.
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6. Food Service Worker measures volume of hot water and commercial formula/ natural ingredients.
7. Food Service Worker measures cooled hot water.
8. Food Service Worker pours measured commercial formula into cooled hot water.
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10. Food Service Worker places the blenderized/ natural formula in the food processor.
11. Food Service Worker blends the formula into liquid form.
12. Food Service Worker cools further the prepared formulas.
13. Food Service Worker refrigerates the prepared formulas.
14. Food Service Worker delivers the tube feeding formula to the concerned stations.

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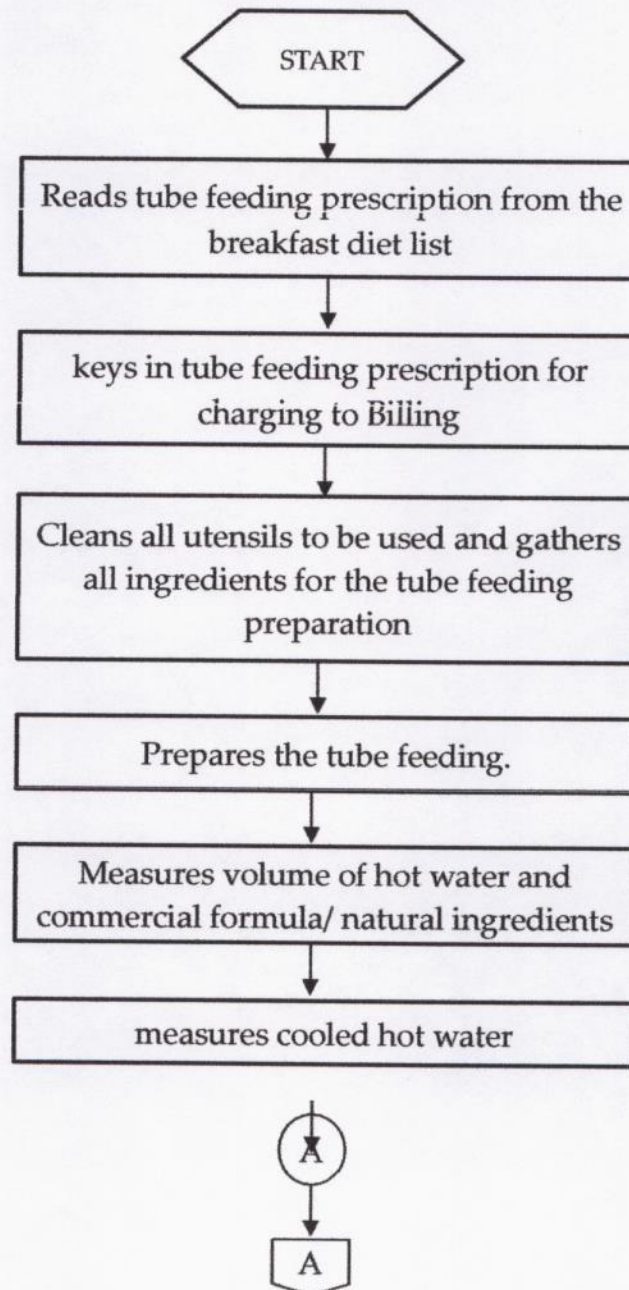


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Document Title:	FEEDING PREPARATION (COMMERCIAL AND BLENDERIZED) FORMULAS

FLOWCHART:



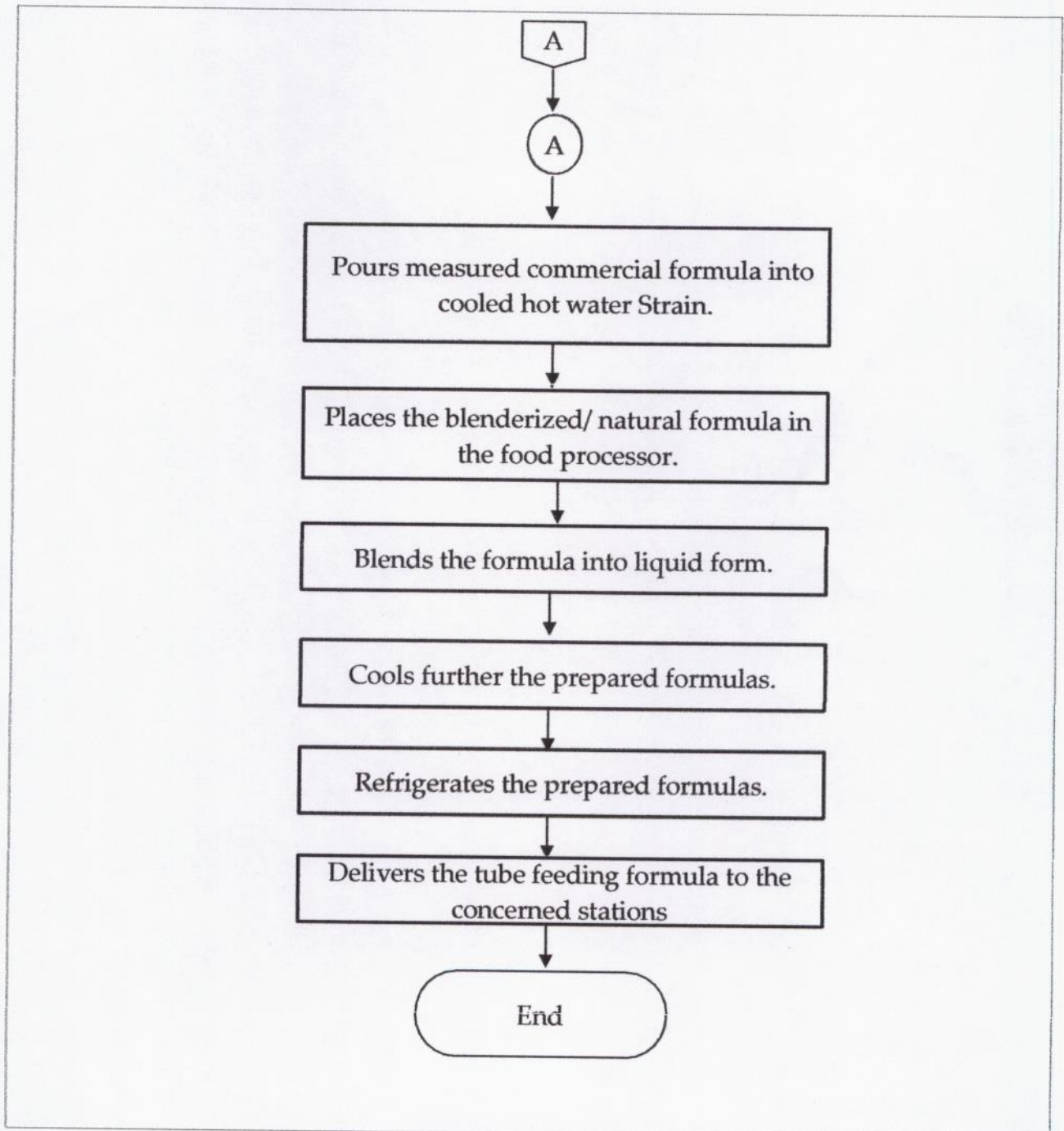
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APPROVAL:

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Prepared by:	MA. PAMELA GARILAO Dietary Manager	<i>Ma. Pamela Garilao</i>	9/21/21
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Recommending Approval:	ENGR. NOEL P. GARBO Corporate Strategic Support Division Officer	<i>[Signature]</i>	9/14/2021
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO	<i>[Signature]</i>	10/23/2021

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Document Code:	DPOTMH-F-79-P01-S07-W107
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Document Title:	FEEDING PREPARATION (COMMERCIAL AND BLENDERIZED) FORMULAS

KEY TASKS	PERSON RESPONSIBLE
1. Reads tube feeding prescription from the breakfast diet list	Dietitian
2. Keys in tube feeding prescription for charging to Billing	Dietitian
3. Calls the Nurses' Station to inform Billing (patient's bill is not okay)	Dietitian
4. Cleans all utensils to be used and gathers all ingredients for the tube feeding preparation	Food Service Worker
5. Prepares the tube feeding	Food Service Worker
6. Measures volume of hot water and commercial formula/ natural ingredients	Food Service Worker
7. Measures cooled hot water	Food Service Worker
8. Pours measured commercial formula into cooled hot water	Food Service Worker
9. Places the blenderized/ natural formula in the food processor	Food Service Worker
10. Blends the formula into liquid form	Food Service Worker
11. Cools further the prepared formulas	Food Service Worker
12. Refrigerates the prepared formulas	Food Service Worker
13. Delivers the tube feeding formula to the concerned stations	Food Service Worker

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