DR. PABLO O. TORRE MEMORIAL HOSPITAL B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100	Document Code:	DPOTMH–CSSD-DIET-P009
	Revision Number:	1
	Effective Date:	08-10-2020
	Document Type:	Policy
	Page Number:	1
	Department/Section:	Dietary
	Document Title:	**RECEIVING OTHER DELIVERIES**

PURPOSE:

To ensure that all food deliveries are received in good condition and come from approved suppliers.

LEVEL:

Dietitian, Dietary Personnel, Material Management Personnel, Approved Supplier

POLICY:

1 Frozen / Processed Foods:
- 1.1 There should be intact packaging, no holes and no leaks.
- 1.2 Frozen foods should be received frozen.
- 1.3 Expiry dates are written on the label.

2 Canned Foods:
- 2.1 Can and seal are in good condition.
- 2.2 No swollen can ends, rust and dents.
- 2.3 The label is intact and longer date of expiry.
- 2.4 No leaks, whatsoever.

3 Bakery Products:
- 3.1 Packaging is clean, intact and in good condition.
- 3.2 No signs of insects and pests, damage or bacterial contamination.
- 3.3 Ingredients and expiration date are written on the label.

4 Refrigerated Foods:
- 4.1 All refrigerated ready to eat items should be received at 41°F (5°C) temperature or lower unless otherwise specified.
- 4.2 All refrigeration units must have an inherent temperature gauge to ensure that temperature is maintained at all times.
- 4.3 Temperature must be checked and logged morning and afternoon. Any deviation from the norm should be investigated and required actions done.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	**MA. PAMELA P. GARILAO** Dietary Manager	Ma. Pamela Garilao	7/27/20
Reviewed:	**JOANNA MARIE M. AGUILAR, RN** Accreditation Standard Internal Auditor for Non-Patient Care		7-28-2020
	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		7-29-2020
Recommending Approval:	**ENGR. NOEL P. GARBO, FPCHA** Corporate Strategic Support Officer		7/29/2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		8/7/2020
Approved:	**GENESIS GOLDI D. GOLINGAN** President and CEO		09-15-2020

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	**MA. PAMELA P. GARILAO** Dietary Manager	Ma. Pamela Garilao	7/27/20
Reviewed:	**JOANNA MARIE M. AGUILAR, RN** Accreditation Standard Internal Auditor for Non-Patient Care	Joanna Marie Aguilar	7-28-2020
	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		7-29-2020
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PROCEDURE:

1. Receives delivered items from suppliers based on purchase order.
2. Weighs item in the weighing scale.
3. Checks amount against receipt and completeness of delivered goods.
4. Places item immediately in the freezer, chiller or stockroom.
5. Signs official or delivery receipts.
6. Keeps original copy of official receipts.
7. Records in the logbook all items received.
8. Forwards all original receipts to Materials Management and countersigns the logbook.

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FLOWCHART:

PERSON RESPONSIBLE	ACTIVITY
Dietetic Clerk or Dietitian, MMD Personnel	Receives delivered items from suppliers based on order
Dietetic Clerk or Dietitian, MMD Personnel	Are the items up to standards? — No → Returns the items to supplier → END
Dietetic Clerk or Dietitian, MMD Personnel	Yes → Weighs item in the weighing scale
Dietetic Clerk or Dietitian, MMD Personnel	Checks amount against receipt & completeness of delivered goods
Dietetic Clerk or Dietitian	Stores item in the freezer, chiller or stockroom, wherever applicable
Dietitian, MMD Personnel	Signs official receipt → (A) → (A)

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Dietetic Clerk or
Dietitian, MMD
Personnel

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MMD Personnel	Keeps original official receipts
MMD Personnel	Records all receipts received in the logbook
Dietitian or Dietetic Clerk	Forward all original receipts to MMD
	END

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WORK INSTRUCTION:

Receiving Dietitian

1. Receives delivered item from suppliers based on purchase orders.
2. Weighs items in the weighing scale.
3. Checks the completeness of delivered goods.
4. Places delivered items in the freezer, refrigerator, or storeroom.
5. Signs official or delivery receipts.
6. Records receipt in the logbook.

Materials Management Personnel

1. Receives delivered item from suppliers based on purchase orders.
2. Weighs items in the weighing scale.
3. Checks the completeness of delivered goods.
4. Signs receipts official or delivery receipts.
5. Gives duplicate copy of the receipt to the dietitian.

Dietetic Clerk

1. Receives delivered item from suppliers based on purchase orders.
2. Weighs items in the weighing scale.
3. Checks the completeness of delivered goods.
4. Places delivered items in the freezer, chiller, or storeroom.

DOCUMENTATION:

1. Delivery Receipts
2. Logbook

DISSEMINATION:

1. Unit Meetings

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