

**ARROWHEAD REGIONAL MEDICAL CENTER
NUTRITION SERVICES (NUT) POLICIES AND PROCEDURES**

2022 Summary of Policy Revisions

Policy #	New	Major	Minor	Reviewed	Policy Title	Explanation (New and Major Only)
			X		Table of Contents	
100.00 v4		X			Purpose, Objective, & Authority of The Nutrition Services Department	Added the clarification of the nutrition department leadership roles.
101.00 v8			X		Scope of Services	Corrected service times
102.00 v5				X	Relationship To Other Hospital Departments	
103.00 v6			X		Hours of Operation	
200.00 v6				X	Patient Meal Service	
201.00 v7			X		Diet Orders	
201.01 v6			X		Diet Orders - Non-Specific	
202.00 v5			X		Menus	
203.00 v6				X	Disposable Trays	
204.00 v6				X	Trayline Checking	
204.01 v6				X	Tray Passing/Retrieval	
204.02 v7				X	Tray Temperatures	
205.00 v4				X	Nourishments - Bulk	
205.01 v7			X		Nourishments - Individual	
206.00 v4			X		Late Trays	
206.01 v3			X		Diet Order Cut Off Times	
207.00 v5				X	After Hours Feeding	
208.00 v5				X	Foods Brought In From The Outside	
209.00 v13			X		Enteral Formulary/Substitutions	
210.00 v5			X		Patient/Customer Problem Identification and Resolution	

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211.00 v4				X	Galleys - Access To	
212.00 v7				X	Access To Med Room	
213.00 v3			X		Addressing Kosher Specific Diets	
300.00 v6		X			Dietary Personnel Management	Section II: Time and attendance was updated to our current time clock procedures and outlining employees' responsibility regarding Kronos. Section IX. Vacation: clarified how holidays are awarded. Section XIII: Chain of command updated to include new leadership positions. Section XIV. Accidents – updated to include the new event reporting (RL) system.
301.00 v4				X	Personal Conduct	
302.00 v6				X	Dress Code/Personal Hygiene	
303.00 v10		X			Ada Registration	Rename to CDR Registration. Replace American Dietetic Association (ADA) with Commission on Dietetic Registration (CDR).
304.00 v4				X	Food Worker Certification Card	
305.00 v7				X	New Employee Orientation	
306.00 v4				X	Staff Inservice – Department-Wide	
306.01 v3				X	Clinical Staff Inservice	
307.00 v3				X	Competency Assessment Program	
308.00 v3				X	Employee Evaluations	

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400.00 v4				X	Sanitation Responsibility	
401.00 v9			X		Infection Control / Food Handling	
402.00 v5				X	Hand Hygiene	
403.00 v9				X	Ice Making/Ice Scoops	
404.00 v4				X	Pot Washing	
405.00 v6				X	Patients In Isolation	
500.00 v3				X	Safety Education	
501.00 v5				X	Safety Rules	
502.00 v3				X	Life Safety Management	
503.00 v3				X	Utility Systems Failure System	
504.00 v8				X	Nutrition Services Department Disaster Plan	
505.00 v3				X	Security Program	
506.00 v3		X			Reporting Unusual Occurrence	Revised Meditech to electronic medical record (EMR).
507.00 v4			X		Equipment Repairs	Updated with new work order system name.
508.00-511.01					No Policy	
511.02 v3				X	Hazardous Material Spills	
600.00 v5				X	Purchasing	
601.00 v6				X	Receiving/Storage	
601.01 v2				X	Outdates, Prevention of	
602.00 v3				X	Issuing Food	
700.00 v3				X	Serving Temperatures	

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701.00 v3				X	Standard Recipes	
702.00 v4				X	Portion Control	
703.00 v2				X	Cooking Temperatures	
704.00 v4				X	Egg Preparation and Handling	
705.00 v3				X	Handling of Leftovers	
706.00 v3				X	Preparation and Storage of Infant Formula	
707.00 v3			X		Preparation and Storage of Breastmilk	
801.00 v5				X	Cafeteria Meal Accounting	
802.00 v6				X	Cash Control Measures	
803.00 v5				X	Meal Allowance	
804.00 v4		X			Catering - Requests and Approval	Updated the policy to match Administrative (ADM) Policy 110.03. Clarified approval language of administrator instead of Compliance. Removed reference fees to outside vendors. Added details regarding when meals are served and when not served.
805.00 v5				X	Vending Machines	
806.00 v2				X	Cafeteria Self Service Buffet	
900.00 v9		X			Manual of Clinical Nutrition	Update Dysphagia Diets to International Dysphagia Diet Standardization Initiative (IDDSI). Removal of infrequently used diets
901.00 v9			X		Nutrition Screening	

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901.01 v5		X			Pediatric Nutrition Screening and Assessment	Meditech replaced with electronic medical record (EMR). Updated screening and scoring process.
901.02 v8		X			Neonatal Intensive Care Unit (NICU) and Newborn Nursery Nutrition Screening and Assessment	Meditech replaced with electronic medical record (EMR). Updated screening and assessment process.
901.03 v5		X			Obstetric Nutrition Screening and Assessment	Remove and combine with Policy 901 Nutrition Screening.
902.00 v9			X		Nutrition Assessment	
902.01 v1	X				Nutrition Assessment – Outpatient Dialysis	New policy for nutrition assessment in outpatient dialysis.
903.00 v5		X			Nutrition Documentation	Meditech replaced with electronic medical record (EMR). Meditech procedures replaced with EMR progress note format. Revised APE to Nutrition Care Process format.
904.00 v4		X			Consults Nutrition	Renamed policy to Inpatient Nutrition Consults. Combined with Policies 904.01 and 904.02.
904.01 v5		X			Consultation - Enteral Feeding	Combined with Policy 904.00 Consults Nutrition
904.02 v5		X			Consultation - Total Parenteral Nutrition (TPN)	Combined with Policy 904.00 Consults Nutrition
904.03 v1	X				Outpatient Nutrition Consults	New policy for outpatient nutrition with screening and assessment process. Malnutrition screening tool used for new oncology and infusion patients.

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905.00 v5			X		NPO Assessment	
906.00 v5				X	Modification of Oral Diet By Registered Dietitian Nutritionist	
907.00 v6				X	Calorie Counts	
908.00 v6				X	Patient Nutrition Education and Discharge Planning	
909.00 v7		X			Enteral Preparation, Storage, Delivery and Administration	Addition of verifying orders in EMR, preparation procedures of specialized formulas. Removal of Registered Nurse administration process.
910.00 v4				X	Meal Counts	
911.00 v6				X	Fluid Restrictions	
912.00					No Policy	
913.00 v5			X		Continuing Education	
913.01 v3			X		Annual Staff Development Plan For Pediatrics	
913.02 v3			X		Annual Staff Development Plan For Neonatal Intensive Care Unit (NICU)	
914.00 v4				X	Training For Nutrition Students and Interns	
1000.00 v3				X	Job Descriptions	