


<b>Name of Policy:</b>	<b>Floor Stock</b>	 <p><b>Effective Date:</b> 6/2/2008 Initial Effective Date: 8/2002</p>
<b>Policy Number:</b>	3364-104-313	
<b>Department:</b>	Food & Nutrition	
<b>Approving Officer:</b>	Director, Food & Nutrition	
<b>Responsible Agent:</b>	Director, Food & Nutrition	
<b>Scope:</b>	Food & Nutrition	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

It is the policy of the Nutrition and Food Service Department to provide specified patient care units with a standard floor stock supply level as requested.

**(B) Purpose of Policy**

To develop and maintain a mechanism to deliver safe and accurate floor stock items for patient use.

**(C) Procedure**

Food & Nutrition Services will stock the following units/areas: 6A, 6B, 5AB, 5CD, 4AB, 4CD, 3AB, 3D, 2 SICU, REHAB, Recovery, Same Day Surgery, and the Emergency Department.

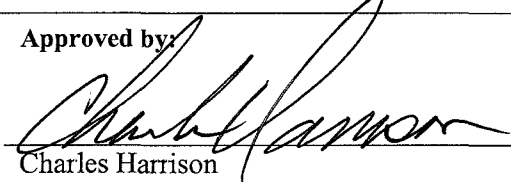
The Food Service Supervisor/Manager establishes par levels in consensus with the patient care unit manager.

Items are dated, rotated, and stocked by a member of the Food and Nutrition Service Department as scheduled. Items stocked on each unit will be recorded on the Par Sheet and will be charged to the unit on a monthly basis.

Patient Floor Supplies & Nourishments Guidelines have been developed jointly by Food & Nutrition Services, Nursing Managers, Infection Control, and Housekeeping. The guidelines for patient unit kitchens stocked by Food & Nutrition Services are:

1. Food & Nutrition staff is to record temperatures daily for the freezer and refrigerator.\*
2. Food & Nutrition staff is to rotate stock by putting new products behind existing food.
3. Food & Nutrition staff is responsible for organizing floor stocks in the refrigerator, freezer, and cabinets.
4. Food & Nutrition staff is to discard any out of date products or open products.
5. Patient floor stock and nourishments are NOT to be mixed with any unit staff food, beverages, or medications.
6. Products stocked are single-service packages. DO NOT return open containers to the refrigerator.
7. Patient food, brought from home, must be labeled with the patient's name, room number, and date.
8. Patient family is notified that food brought from home will be discarded if not used within 3 days.
9. Any unit missing stock may contact the Dietary department by calling 3831. .
10. All spills are cleaned up immediately. Environmental Services will be called for any spills to large to clean with a paper towel.
11. No ice packs will be re-frozen by the use of floor stock freezer. Ice packs are single-use, disposable, product and must be disposed of after it's use.
12. Environmental Services will clean the refrigerator weekly. Staff using the refrigerator throughout the week should help keep it clean and organized.

\*Refrigerator/freezer temperatures are verified on a temperature log by a Food and Nutrition Services employee on a daily basis. Action plans are implemented for temperatures outside of acceptable range and recorded on the back of the log sheet. In order to assure that documentation of temps are being carried out, the assignment to review temperature logs for compliance has been given to the 12 noon supervisor to follow up on, no less than once per week. They are to review the reports and report back to the director any variances.

<p><b>Approved by:</b>  Charles Harrison Director, Food &amp; Nutrition</p> <p><i>Review/Revision Completed By:</i> <i>Food &amp; Nutrition</i></p>	<p><b>Review/Revision Date:</b> 6/05 6/2/2008</p> <p><b>Next Review Date:</b> 6/1/2011</p>
<p><b>Policies Superseded by This Policy:</b></p>	

*It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.*