


Name of Policy: Diet Manual Policy Number: 3364-104-333 Approving Officer: Chief Administrative Officer Responsible Agent: Manager, Clinical Dietitians Scope: University of Toledo Medical Center		 Effective date: Original effective date: 8/2002	
Key words: Diet Manual, Nutrition Care Manual, Clinical Nutrition, Committee, Review			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy Statement

Clinical Nutrition and Food & Nutrition Services uses the Nutrition Care Manual (NCM) as the therapeutic diet manual to guide the development of nutrition care policies throughout the facility. The Pediatric Nutrition Care Manual (PNCM) is also utilized for pediatric patients.

(B) Purpose of Policy

To standardize nutrition care practices throughout the facility.

(C) Procedure

1. The Nutrition Care Manual, 2026, will be the approved diet manual of the institution.
2. Approval:
 - A. The NCM is approved by the Executive Medical Staff Committee, Clinical Nutrition staff and the Pharmacy and Therapeutics committee of University of Toledo Medical Center.
 - B. Addendums or adaptations will be approved by the same committee and Clinical Nutrition staff, with input from other disciplines; and placed on the facility web site for reference.
 - C. The Institutional Approval Form, Adaptations/Addendums and NCM updates will be attached to this policy and be annually approved and signed by the Medical Staff Representative and Registered Dietitian.
3. Use:
 - A. Physicians, dietitians, and ancillary staff- for diet orders and reference regarding nutrition support, enteral product formulary, etc.
 - B. Clinical Nutrition staff to use the approved manual for evidenced-based practice guidelines, patient assessment, menu planning, and education.
4. The NCM and the PNCM are available on the internet (myut.UToledo.edu/portal -> UTMC -> Clinical Resources and References) and are available at each patient care unit. In the event of computer downtime, Clinical Nutrition should be contacted as a resource. Clinical Nutrition has a backup (USB drive and abridged back-up diet manual binder) of the NCM for extended down time use.

<p>Approved by:</p> <hr/> <p>Daniel Barbee Chief Executive Officer</p> <hr/> <p>Date</p> <hr/> <p>Marci Cancic-Frey Chief Administrative Officer</p> <hr/> <p>Date</p> <hr/> <p>Kristi Mason Manager, Clinical Dietitians</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i> Manager, Clinical Dietitians</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>N/A</i> <p>Initial effective date: 8/2002</p> <p>Review/Revision Date:</p> <p>6/2005 6/2/2008 7/1/2011 2/14/17 1/21/20 5/24/2021 3/15/24 9/2025</p> <p>Next review date:</p>
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