


<b>Name of Policy:</b> Monitoring of patients with missed meals  <b>Policy Number:</b> 3364-104-319  <b>Approving Officer:</b> Chief Executive Officer  <b>Responsible Agent:</b> Food & Nutrition Management  <b>Scope:</b> University of Toledo Medical Center, Food & Nutrition Services, Clinical Nutrition		  <b>Effective date:</b>  <b>Original effective date:</b> 4/2008	
Key words: Missed, Meals, Diet, Nutrition, Monitoring			
	New policy proposal	<u>X</u>	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

Food and Nutrition Staff monitor patients who are on a prescribed diet (including NPO) and have not called to order nor have received a meal.

(B) Purpose of policy

To assure that patients are able to order room service and receive meals. To provide adequate nutrition to patients.

(C) Procedure

- (1) Food & Nutrition staff will generate a list of patients who have missed a meal at scheduled times throughout the day. Times report is generated is defined as:
  - (a) Breakfast: 9:30 a.m. ~~8:45a.m.~~
  - (b) Lunch: 2p.m. ~~1:15 p.m.~~
  - (c) Dinner: 6:30 p.m.
- (2) Staff will phone patients or nurse (if the patient is unavailable) and ask them if they would like to order the missed meal. If so, the meal request is received, prepared, and delivered to the patient.
- (3) If no meal is desired, patient is marked as missed meal and nursing staff is notified. No more than one meal may be missed daily.
  - (a) If more than one meal is missed, notification is made to the Dietitian for follow-up.
- (4) Dietitians will screen patients for nutrition risk and modify care plan as needed.
- (5) All patients on carbohydrate-controlled meals will receive a meal if the patient and nurse cannot be notified of the missed meal.

<p>Approved by:</p>  <hr/> <p>Daniel Barbee Chief Executive Officer</p>  <hr/> <p>Date</p>  <hr/> <p>Joshua Krupinski Director, Food &amp; Nutrition</p>  <hr/> <p>Date</p>  <p><i>Review/Revision Completed by: Director, Food &amp; Nutrition</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <p>Initial effective date: 8/2002</p> <p>All Review/Revision Dates: 6/05 6/2/2008 7/1/2011 7/1/2014 7/1/2017 4/23/2019 5/16/2022</p> <p>Next review date:</p>
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