


Name of Policy: <u>Patient Meal Service Schedule</u> Policy Number: 3364-104-302 Department: Food & Nutrition Approving Officer: Chief Experience Officer (CXO) Responsible Agent: Director, Food & Nutrition Scope: Food & Nutrition	 <p>THE UNIVERSITY OF TOLEDO MEDICAL CENTER</p> <p>CONFIDENT. COMMUNITY. CARE.</p>
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy
Effective Date: 5/1/2019 Initial Effective Date: 8/2002	

(A) Policy Statement

It is the policy of the Food and Nutrition Services Department to provide meals to patients to meet their nutritional requirements.

(B) Purpose of Policy

To develop a mechanism to ensure safe, accurate & timely distribution of food and nutrition products to patients, in order to preserve nutrient value and serving temperature.

(C) Procedure

Patient Meal Service Times:

1. Room Service is the method for meal delivery.
2. Patients may phone meal orders daily from 7 A.M. – 7 P.M.
3. Food is prepared and delivered to patient within an hour.
4. Patient care areas are stocked with frozen meals and nourishments for after hour meal requests. Senior Behavior Health, Adolescent and Child Psychiatric unit, and 6D provide snacks as part of their daily scheduled activities.
5. Special patient food service (meals needed at other than usual delivery times) may be arranged by contacting the Diet Office at extension 3838 between the hours of 7:00 A.M. – 7:00 P.M.

Service Responsibilities:

- Meal assembly/delivery order is established cooperatively by Food & Nutrition Services and Directors/Managers.
- Food & Nutrition Services delivers tray carts to 6D, Adolescent and Child Psychiatric Center and Senior Behavior Health nursing stations. Staff is responsible for passing meal trays in these units.
- Food & Nutrition Services passes patient trays, with exception of patients in isolation (see policy *Tray Preparation and Delivery* 3364-104-305).
- Nursing staff retrieves patient trays from room and places in soiled tray cart located on unit.
- Food & Nutrition Services retrieves tray cart with soiled trays from nursing station on a routine basis throughout the day.

