## Patient Menu Substitution

<table>
<thead>
<tr>
<th>Name of Policy:</th>
<th>Patient Menu Substitution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy Number:</td>
<td>3364-104-322</td>
</tr>
<tr>
<td>Department:</td>
<td>Food &amp; Nutrition</td>
</tr>
<tr>
<td>Approving Officer:</td>
<td>Chief Experience Officer (CXO)</td>
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<tr>
<td>Responsible Agent:</td>
<td>Director, Food &amp; Nutrition</td>
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<tr>
<td>Scope:</td>
<td>Food &amp; Nutrition</td>
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</tbody>
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### New policy proposal
- **X** Minor/technical revision of existing policy
- ____ Major revision of existing policy
- ____ Reaffirmation of existing policy

### Policy Statement

The Tray line Staff and the patient will receive notification from the Production Manager, Supervisor or Clinical Dietitian/Diet Technician in the event of a menu substitution.

### Purpose of Policy

To develop and maintain a mechanism designed to provide food and nutrition product substitutions when the special needs or unforeseen events occur.

### Procedure

Food and Nutrition Services will:

1. Serve food as stated on the menu unless a substitution is necessary. Make every attempt to keep substitutions to a minimum.
2. If a substitution is necessary, the Production Manager, Supervisor or Clinical Dietitian/Diet Technician will:
   a. Substitute with a food or beverage item comparable in nutrient value. Production Manager and Supervisor should contact Dietitian or Dietetic Technician for approval.
   b. Record substitution on the production sheets.
   c. Notify Diet Office to amend menus as needed (food allergies, food preferences, etc.)

### Approved by:

- **/s/** Joshua Krupinski
  Director, Food & Nutrition
  4/23/19

- **/s/** Mario Toussaint
  Chief Experience Officer (CXO)
  4/23/19

### Review/Revision Date:

- 6/05
- 6/2/2008
- 7/1/2011
- 7/1/2014
- 4/1/2017
- 4/23/2019

### Next Review Date:

5/1/2022