


Name of Policy: <u>Tray assessment monitoring</u> Policy Number: 3364-104-504 Department: Food & Nutrition Approving Officer: Director, Food & Nutrition Responsible Agent: Food & Nutrition Management Scope: Food & Nutrition Services	 Effective Date: 6/1/2022 Initial Effective Date: 8/2002
<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	

(A) Policy Statement

Data is collected to measure performance in meeting patient’s needs, expectations and satisfaction.

(B) Purpose of Policy

To monitor satisfaction and obtain feedback from patients regarding meal acceptance, quality, quantity, and temperature of food.

(C) Procedure

- Tray assessments are conducted on a regular basis.
- Perform temperature check 20 minutes after tray completion or when tray reaches service area.
- Evaluate taste, tray accuracy, portion size, and appearance
- Sample a variety of diets to ensure consistency.
- Maintain documentation of the assessment for at least one year.

Approved by: <u>/s/</u> <u>5/3/22</u> Joshua Krupinski Date Director, Food & Nutrition <hr/> <i>Review/Revision Completed By:</i> Food & Nutrition	Review/Revision Date: 8/2002 6/2005 6/2/2008 7/1/2011 7/1/2014 3/3/2017 4/23/2019 5/3/2022 Next Review Date: 5/1/2025
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