

(Corresponding exhibits are located behind each section)

<u>Introduction</u>	<u>Page</u>
Dietary Policy & Procedure Manual Approval	
<u>Nutritional Care/Diets</u>	
Diet Manual	1
Diet Terminology for Nutrition Prescriptions	2
<i>Diet Conversion Guide</i>	3
Notification of Nutrition Prescription Changes/Communication	4
<i>Diet Communication</i>	5
Diet Cards/Tray Tickets	6
Dietary Kardex	7
NPO Nutrition Prescriptions	8
Liberalized Diets	9
Special and Complex Therapeutic Diets	10
Supervision of Special Diets other than Complex Therapeutic Diets	11
Supervision of Complex Therapeutic Diets	12
New Complex Therapeutic Diets	13
Mechanically Altered Diets	14
Thickened Liquids	16
Fluid Restriction	18
<i>Hydration Provided by Regular Diet</i>	20
<i>Fluid Restriction Form</i>	21
Finger Food Diet	22
Salt Substitute	23
Altered Portions	24
Six Small Meals	26
Pleasure Feedings	27
No Milk/Milk Product	28
Food Allergies	32
Diet Holiday	33
Assistive/Adaptive Devices	35
Nutritional Intervention Guidelines	36
Super Nutrition Program	38
Supplements	40
Nutritional Supplements and Snacks	42
<i>Nutritional Supplement and Snack List</i>	44
Emergency Snacks for Residents	45
Nutrition Medication Pass Program	46
Food Intake Records	48
<i>Food Acceptance Record</i>	49
Meal Alternates	50
Enteral Feeding	52
Guidelines to Pursuing the Initiation of an Enteral Feeding	53
Parenteral Nutrition	55
Syringe Feedings	56
Diet Education	57

<u>Documentation</u>	
Nutrition Documentation Overview	69
Resident Interview/Food Preferences	71
<i>Resident Interview/Food Preferences Form</i>	72
Nutrition Care Process Overview	73
<i>Nutrition Care Process Steps</i>	75
Guidelines for Completing the Nutrition Assessment	76
<i>Nutrition Assessment</i>	80
Interpretation of Laboratory Data	81
Evaluation of Hydration Needs	82
Quarterly Assessment	84
<i>Dietary Progress Notes</i>	86
Guidelines for Completing the Enteral Feeding Worksheet	87
<i>Enteral Feeding Worksheet</i>	90
Guidelines for Enteral Feeding Orders	92
Weight Protocol	93
<i>Monthly Weight Record Log</i>	95
<i>Resident Weight Record</i>	97
<i>Monthly Report of Vital Signs and Weights</i>	98
<i>Significant Weight Variance Report Exhibit</i>	99
Calorie Count	100
<i>Calorie Count Worksheet</i>	101
Individual Nutrition Recommendations/Response Form	102
<i>Individual Nutrition Recommendations/Response Form</i>	104
Refusal of Treatment/Informed Consent Form	105
<i>Refusal of Treatment/Informed Consent</i>	106

Table of Contents

Dietary Consultation

Summary of Consultant Requirements for Quarterly Visits	118
Dietary Professional Communication Checklist	120
<i>Dietary Professional Communication Checklist</i>	121
Nutrition Recommendations Form	122
<i>Nutrition Recommendations Form</i>	124
Consultant Report Form	125
<i>Consultant Report Form</i>	126
Dietary Professional Telephone Consult	127
<i>Dietary Professional Telephone Consult Form</i>	128

Menus, Food Production & Preparation

Approved Food Sources	140
Storage of Food Brought in by Outside Sources for Residents	141
Food Ordering	142
<i>Vendor Information Form</i>	143
Receiving	144
Cross Contamination Overview	145
Cross Contamination	148
Potentially Hazardous Foods or Time/Temperature Control for Safet	149
Storage of Potentially Hazardous Foods	151
Refrigerated Storage	152
<i>Storage of Food Guidelines</i>	155
Date Marking	164
Meat Storage and Preparation	166
Fruit Storage and Preparation	168
Vegetable Storage and Preparation	169
Milk Storage and Preparation	170
Egg Storage and Preparation	171
Frozen Storage	172
Dry Storage and Supplies	173
Production Guides	175
<i>Production Guide Sample</i>	176
Diet Census	177
Frequency of Meals	178
Menus	179
Posted Menu	180
Standarized Recipes	181
Portion Control Guidelines	182
<i>Guide to Portion Control Equipment</i>	183
<i>Guide to Steam Table Pans</i>	184
<i>Guide to Baking Pan Yields</i>	185
<i>Guide to Can Size</i>	186
Therapeutic Diet Spreadsheet	187
Accomodation of Food Preferences	188
Selective Menus	189
Menu Substitutions	190
<i>Substitution Lists</i>	191
<i>Substitution Log</i>	198
Meal Alternates	199
Food Presentation	200
Garnishes	201

Table of Contents

Thermometer Storage, Calibration and Sanitization	202
Thermometer Calibration Record	204
<i>Thermometer Calibration Record Form</i>	205
Recording Final Cooking Food Temperature	206
<i>Final Cooking Temperature Guideline</i>	207
<i>Final Cooking Temperature Record</i>	208
Taste Testing	209
Recording Holding Food Temperatures and Guidelines	210
<i>Holding Food Temperature Record</i>	212
Thawing	215
Cooling	216
Leftovers	217
Reheating Food	218
<u>Dining Services</u>	
Resident's Rights/Dignity	229
Confidentiality of Dietary Records	231
Pre-setting of Tables	232
Resident Seating	233
Dish Clearing - Dining Room Service	234
Tablecloths/Glass Tops	235
Use of Disposables	236
Smoking (Dining Room)	237
Food Council	238
Resident-Centered Dining	239
Location of Meal Service	242
Dining Room Service	243
In-Room Selective Dining	244
Meal Tray Service	245
Fine Dining/Restaurant-Style Dining	246
Specialty Dining	249
Family-Style Meal Service	250
Buffet-Style Meal Service	252

<u>Sanitation and Infection Control</u>	
Infection Control Overview	265
Comprehensive Audit of the Dietary Dept. Food Safety/Sanitation	266
<i>Food Safety and Sanitation Audit</i>	267
Employees-Limited Access	271
Animals/Pets Restrictions	272
Dietary Department Cleaning Schedule	273
<i>Daily Cleaning Schedule Form</i>	274
<i>Weekly Cleaning Schedule Form</i>	275
<i>Monthly Cleaning Schedule Form</i>	276
Refrigeration/Freezer Temperature Records	277
<i>Freezer/Refrigeration Temperature Log</i>	278
Dish Machine Practices	279
Dish Machine Temperature/Sanitizer Records	281
<i>High Temperature Dish Machine Log</i>	283
<i>Low Temperature Dish Machine Log</i>	284
Manual Ware Washing	285
3-Compartment Sink Sanitizer Strength Record	287
<i>3-Compartment Sink Sanitizer Strength Log</i>	288
Washing Flatware	289
Storage of Foodservice Utensils	290
Storage of Dishes	291
Cutting Boards	292
Wiping Cloths	293
Sanitizer Bucket Strength Record	294
<i>Sanitizer Bucket Strength Log</i>	295
Rodent/Pest Control	296
Isolation Procedures	297
Foodborne Illness Outbreak	298
<i>Preliminary Foodborne Illness Investigation</i>	300
Personal Hygiene	301
Hand Washing	302
Disposable Gloves	304
Hair Restraints	305
Aprons/Smocks	306
Person-In-Charge	307
Employee Health	311
Employee Health: Exclusions and Restrictions	313
<i>Applicant and Food Employee Interview</i>	314
<i>Applicant and Dietary Employee Medical Referral</i>	315
<i>Dietary Employee Reporting Agreement</i>	316
Sanitizer Spray Containers	317

Table of Contents

Safety

Safety Rules and Guidelines	328
Safety in Food Preparation	330
Food Transport Safety	332
Equipment Operation	333
Knife Safety	334
China and Glassware Safety	335
Dish Clearing and Cleaning	336
Dish Breakage	337
Floor Safety	338
Dining Room Table/Chair Safety	339
Receiving and Storage Safety	340
Lifting Techniques	341
Incident Reports	342
OSHA Hazard Communication Standard	343
Security	344
Fire Prevention	345

Operation and Cleaning Procedures

Maintenance Records	358
Operation and Cleaning Procedures	359
Air Vent	360
Aluminum Utensils	361
Bench Can Opener	362
Blender/Food Processor	363
Braising Pan	364
Carts, Food Delivery	365
Carts, Utility	366
Cart Wash Area	367
Ceilings	368
Coffee Carafes	369
Coffee Pot	370
Coffee Urn, Basic	371
Coffee Urn Table	372
Deep Fat Fryer	373
Diet Cards, Laminated	374
Dining Room Tables and Chairs	375
Dish Carts and Dollies	376
Dishes, DeStaining	377
Dish Machine	378
De-Liming Dish Machine	379
Dishware-Par Levels	380
Drawers	381
Floors	382
Floor Mats	383
Freezer, Reach-In/Upright/Chest	384
Freezer, Walk-In	385
Garbage Cans	386
Grill	387
Hood/Filters	388
Ice Machine	389
Ingredient Bins	390

Table of Contents

Juice Machine Sanitizing Procedure	391
Lowerator	392
Metal Shelving	393
Microwave	394
Milk Dispenser	395
Mixer	396
Mop Bucket and Mop Head	397
Ovens-Conventional and Convection	398
Refrigerator, Reach-In	399
Refrigerator, Walk-In	400
Sinks, HandWash	401
Slicer, Meat	402
Stainless Steel	403
Steamer	404
Steam Table	405
Stove-Range	406
Stove Top-Solid Top	407
Toaster, Pop-up	408
Toaster, Rotary	409
Walls	410
Water Pitchers	411
<u>Personnel and Orientation</u>	
Organizational Chart	423
<i>Typical Organizational Chart</i>	424
Orientation of Dietary Employees	425
<i>New Dietary Employee Orientation Checklist</i>	427
Dietary Manager Orientation	431
<i>Dietary Manager Orientation Checklist</i>	432
Cook's Orientation	434
Dietary Aide Orientation	435
Job Descriptions	436
<i>Consultant Dietitian Job Description</i>	437
<i>Exempt Practitioner Job Description</i>	439
<i>Dietary Manager Job Description</i>	441
<i>Assistant Dietary Manager Job Description</i>	444
<i>Head Cook/Cook Job Description</i>	445
<i>Prep Cook Job Description</i>	446
<i>Diet Aide Job Description</i>	447
Expected Attire	448
Expected Conduct	449
Staffing the Department	450
Dietary Work Schedules	451
Timed Activity Job Schedules	452
<i>Sample Timed Activity Job Schedule</i>	453
Employee Evaluations	454
Employee Counseling	455
Resignations	456
Employee Personnel Records	457
Staff Development	458
<i>Dietary In-service Schedule Sample</i>	459
<i>Dietary In-service Form</i>	460

Table of Contents

Supervision of Exempt Practitioners	461
Exempt Practitioner Nutrition Care Competency Evaluation	463
<i>Exempt Practitioner Nutritional Care Competency Evaluation</i>	473
<u>Cost Control</u>	
Dietary Budgeting and Cost Control Overview	489
Cost Control Methods	490
Food Cost Breakdown	493
<i>Monthly Food Cost Breakdown</i>	494
Dietary Costs Breakdown	495
<i>Dietary Costs Breakdown</i>	496
Administrative Report	497
<i>Administrative Report</i>	498
Non-Menu Food Items	499
<i>Non-Menu Food Items</i>	500
Requests For Food/Supplies For Special Events	501
<i>Dietary Department Request For Special Events</i>	502
<u>Disaster Preparedness</u>	
Emergency and Disaster Preparedness	514
<i>Emergency Menu</i>	515
<i>General Guidelines for Disaster Menu Program</i>	516
Emergency Water Supply	517
Water Purification	518
Hand Washing During a Disaster	519
Sanitizing Dishes During a Disaster	520

<u>Quality Assurance</u>	
Quality Assessment and Assurance	532
<i>Quality Assurance Calendar/Monitoring Form</i>	533
Tools for Quality Management	536
<i>Food Safety and Sanitation Audit</i>	537
Quality Assessment of Resident Food Service Audit	541
<i>Quality Assessment of Resident Food Service Audit</i>	543
Comprehensive Dining and Meal Service Audit	545
<i>Comprehensive Dining and Meal Service Audit</i>	546
<i>Thermometer Calibration Record</i>	548
<i>Final Cooking Temperature Record</i>	549
<i>Final Cooking Temperature Guideline</i>	550
<i>Holding Food Temperature Record</i>	551
<i>Freezer/Refrigeration Temperature Log</i>	554
<i>High Temperature Dish Machine Log</i>	555
<i>Low Temperature Dish Machine Log</i>	556
<i>3 Compartment Sink Sanitizer Strength Log</i>	557