

Table of Contents

(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
Mechanically Altered Diets	10
Thickened Liquids	12
Fluid Restriction	14
<i>Hydration Provided by Regular Diet</i>	16
<i>Fluid Restriction Form</i>	17
Finger Food Diet	18
Salt Substitute	19
Altered Portions	20
Six Small Meals	22
Pleasure Feedings	23
No Milk/Milk Product	24
Food Allergies	28
Diet Holiday	29
Assistive/Adaptive Devices	31
Nutritional Intervention Guidelines	32
Super Nutrition Program	34
Supplements	36
Nutritional Supplements and Snacks	38
<i>Snack and Supplement List</i>	40
HS Snacks for All Residents	41
Emergency Snacks for Residents	42
Nutrition Medication Pass Program	43
Food Intake Records	45
<i>Food Acceptance Record</i>	46
Meal Alternates	47
Guidelines to Pursuing the Initiation of an Enteral Feeding	49
Total Parenteral Nutrition	51
Diet Education	53

<u>Documentation</u>	
Nutrition Documentation Overview	65
<i>Time Frame Guidelines for Nutritional Documentation</i>	68
Resident Interview/Food Preferences	69
<i>Resident Interview/Food Preferences Form</i>	70
Nutrition Care Process Overview	71
<i>Nutrition Care Process Steps</i>	73
Guidelines for Completing the Nutrition Assessment	74
<i>Nutrition Assessment</i>	79
Interpretation of Laboratory Data	80
Evaluation of Hydration Needs	81
Guidelines for Completing the Nutrition Risk Assessment	83
<i>Nutrition Risk Assessment</i>	84
Guidelines for Completing the MDS 3.0 Section K	85
<i>MDS 3.0 Section K</i>	90
Guidelines for Completing the Care Area Assessment (CAA)	91
Resident Assessment and Care Planning System	93
Dietary Care Plans	95
Quarterly Assessment	96
Episodic Dietary Progress Notes	97
<i>Dietary Progress Notes</i>	98
Guidelines for Completing the Enteral Feeding Worksheet	99
<i>Enteral Feeding Worksheet</i>	102
Guidelines for Enteral Feeding Orders	104
Weight Protocol	105
<i>Monthly Weight Record Log</i>	107
<i>Resident Weight Record</i>	109
<i>Monthly Report of Vital Signs and Weights</i>	110
<i>Significant Weight Variance Report Exhibit</i>	111
Calorie Count	112
<i>Calorie Count Worksheet</i>	113
Nutrition at Risk Program Overview	114
<i>Nutrition at Risk Tracking Log</i>	117
Nutrition at Risk Program	118
<i>Nutrition at Risk Resident Monitoring</i>	120
<i>Nutrition at Risk Committee Minutes</i>	122
Individual Nutrition Recommendations/Response Form	123
<i>Individual Nutrition Recommendations/Response Form</i>	125
Refusal of Treatment/Informed Consent Form	126
<i>Refusal of Treatment/Informed Consent</i>	127

Table of Contents

Dietary Consultation

Dietary Professional Communication Checklist	139
<i>Dietary Professional Communication Checklist</i>	140
Nutrition Recommendations Form	141
<i>Nutrition Recommendations Form</i>	143
Consultant Report Form	144
<i>Consultant Report Form</i>	146
Monthly Dietary Quality Assurance Report Form and Meeting	147
<i>Monthly Dietary Quality Assurance Report</i>	148
Dietary Professional Telephone Consult	149
<i>Dietary Professional Telephone Consult Form</i>	150

Menus, Food Production & Preparation

Approved Food Sources	162
Storage of Food Brought in by Outside Sources for Residents	163
Food Ordering	164
<i>Vendor Information Form</i>	165
Receiving	166
Cross Contamination Overview	167
Cross Contamination	170
Potentially Hazardous Foods or Time/Temperature Control for Safe	171
Storage of Potentially Hazardous Foods	173
Refrigerated Storage	174
<i>Storage of Food Guidelines</i>	177
Date Marking	187
Meat Storage and Preparation	188
Fruit Storage and Preparation	190
Vegetable Storage and Preparation	191
Milk Storage and Preparation	192
Egg Storage and Preparation	193
Frozen Storage	194
Dry Storage and Supplies	195
Production Guides	197
<i>Production Guide Sample</i>	198
Diet Census	199
Frequency of Meals	200
Menus	201
Posted Menu	202
Standardized Recipes	203
Portion Control Guidelines	204
<i>Guide to Portion Control Equipment</i>	205
<i>Guide to Steam Table Pans</i>	206
<i>Guide to Baking Pan Yields</i>	207
<i>Guide to Can Size</i>	208
Therapeutic Diet Spreadsheet	209
Accommodation of Food Preferences	210

Table of Contents

Selective Menus	211
Menu Substitutions	212
Substitution Lists	213
Substitution Log	222
Meal Alternates	223
Food Presentation	224
Garnishes	225
Thermometer Calibration and Sanitization	226
Thermometer Calibration Record	228
Thermometer Calibration Record Form	229
Recording Final Cooking Food Temperature	230
Final Cooking Temperature Guideline	231
Final Cooking Temperature Record	232
Taste Testing	233
Recording Holding Food Temperatures & Guidelines	234
Holding Food Temperature Record	236
Thawing	239
Cooling	240
Cooling Temperatures Audit Record	241
Cooling Temperatures Audit Form	242
Leftovers	243
Reheating Food	244
<u>Dining Services</u>	
Resident's Rights/Dignity	255
Confidentiality of Dietary Records	257
Presetting of Tables	258
Resident Seating	259
Dish Clearing- Dining Room Service	260
Tablecloths/Glass Tops	261
Use of Disposables	262
Smoking (Dining Room)	263
Food Council	264
Person-Centered Dining	265
Location of Meal Service	268
Dining Room Service	269
In-Room Selective Dining	270
Meal Tray Service	271
Fine Dining/Restaurant-Style Dining	272
Specialty Dining	275
Family-Style Meal Service	276
Buffet-Style Meal Service	278

<u>Sanitation and Infection Control</u>	
Infection Control Overview	291
Comprehensive Audit of the Dietary Dept. Food Safety/Sanitation	292
<i>Food Safety and Sanitation Audit</i>	293
Employees-Limited Access	297
Animals/Pets Restrictions	298
Dietary Department Cleaning Schedule	299
<i>Daily Cleaning Schedule Form</i>	300
<i>Weekly Cleaning Schedule Form</i>	301
<i>Monthly Cleaning Schedule Form</i>	302
Refrigeration/Freezer Temperature Records	303
<i>Freezer/Refrigeration Temperature Log</i>	304
PHF Refrigeration Temperature Record	305
<i>Potentially Hazardous Food Refrigeration Log</i>	306
Dish Machine Practices	307
Dish Machine Temperature/Sanitizer Records	309
<i>High Temperature Dish Machine Log</i>	311
<i>Low Temperature Dish Machine Log</i>	312
Manual Ware Washing	313
3-Compartment Sink Sanitizer Strength Record	315
<i>3-Compartment Sink Sanitizer Strength Log</i>	316
Washing Flatware	317
Storage of Foodservice Utensils	318
Storage of Dishes	319
Cutting Boards	320
Wiping Cloths	321
Sanitizer Bucket Strength Record	322
<i>Sanitizer Bucket Strength Log</i>	323
Rodent/Pest Control	324
Isolation Procedures	325
Foodborne Illness Outbreak	326
<i>Preliminary Foodborne Illness Investigation</i>	328
Personal Hygiene	329
Hand Washing	330
Disposable Gloves	332
Hair Restraints	333
Aprons/Smocks	334
Person-In-Charge	335
Employee Health	339
Employee Health: Exclusions and Restrictions	341
<i>Applicant and Food Employee Interview</i>	342
<i>Applicant and Dietary Employee Medical Referral</i>	343
<i>Dietary Employee Reporting Agreement</i>	344
Sanitizer Spray Containers	345

Table of Contents

Safety

Safety Rules and Guidelines	356
Safety in Food Preparation	358
Food Transport Safety	360
Equipment Operation	361
Knife Safety	362
China and Glassware Safety	363
Dish Clearing and Cleaning	364
Dish Breakage	365
Floor Safety	366
Dining Room Table/Chair Safety	367
Receiving and Storage Safety	368
Lifting Techniques	369
Incident Reports	370
OSHA Hazard Communication Standard	371
Security	372
Fire Prevention	373

Operation and Cleaning Procedures

Maintenance Records	385
Operation and Cleaning Procedures	386
Air Vent	387
Aluminum Utensils	388
Bench Can Opener	389
Blender/Food Processor	390
Braising Pan	391
Carts, Food Delivery	392
Carts, Utility	393
Cart Wash Area	394
Ceilings	395
Coffee Carafes	396
Coffee Pot	397
Coffee Urn, Basic	398
Coffee Urn Table	399
Deep Fat Fryer	400
Diet Cards, Laminated	401
Dining Room Tables and Chairs	402
Dish Carts and Dollies	403
Dishes, DeStaining	404
Dish Machine	405
De-Liming Dish Machine	406
Dishware-Par Levels	407
Drawers	408
Floors	409
Floor Mats	410
Freezer, Reach-In/Upright/Chest	411

Table of Contents

Freezer, Walk-In	412
Garbage Cans	413
Grill	414
Hood/Filters	415
Ice Machine	416
Ingredient Bins	417
Juice Machine Sanitizing Procedure	418
Lowerator	419
Metal Shelving	420
Microwave	421
Milk Dispenser	422
Mixer	423
Mop Bucket and Mop Head	424
Ovens-Conventional and Convection	425
Refrigerator, Reach-In	426
Refrigerator, Walk-In	427
Sinks, HandWash	428
Slicer, Meat	429
Stainless Steel	430
Steamer	431
Steam Table	432
Stove-Range	433
Stove Top-Solid Top	434
Toaster, Pop-up	435
Toaster, Rotary	436
Walls	437
Water Pitchers	438
<u>Personnel and Orientation</u>	
Organizational Chart	450
<i>Typical Organizational Chart</i>	451
Orientation of Dietary Employees	452
<i>New Dietary Employee Orientation Checklist</i>	454
Dietary Manager Orientation	458
<i>Dietary Manager Orientation Checklist</i>	459
Cook's Orientation	460
Dietary Aide Orientation	462
Job Descriptions	463
<i>Consultant Dietitian Job Description</i>	464
<i>Exempt Practitioner Job Description</i>	466
<i>Dietary Manager Job Description</i>	468
<i>Assistant Dietary Manager Job Description</i>	471
<i>Head Cook/Cook Job Description</i>	472
<i>Prep Cook Job Description</i>	473
<i>Diet Aide Job Description</i>	474
Expected Attire	475

Table of Contents

Expected Conduct	476
Staffing the Department	477
Dietary Work Schedules	478
Timed Activity Job Schedules	479
<i>Timed Activity Job Schedule</i>	480
Employee Evaluations	481
Employee Counseling	482
Resignations	483
Employee Personnel Records	484
Staff Development	485
<i>Dietary Inservice Schedule</i>	486
<i>Dietary Inservice Form</i>	487
Supervision of Exempt Practitioners	488
Exempt Practitioner Nutrition Care Competency Evaluation	490
<i>Exempt Practitioner Nutritional Care Competency Evaluatio</i>	500
<u>Cost Control</u>	
Dietary Budgeting and Cost Control Overview	516
Cost Control Methods	517
Food Cost Breakdown	520
<i>Monthly Food Cost Breakdown</i>	521
Dietary Costs Breakdown	522
<i>Dietary Costs Breakdown</i>	523
Administrative Report	524
<i>Administrative Report</i>	525
Non-Menu Food Items	526
<i>Non-Menu Food Items</i>	527
Requests For Food/Supplies For Special Events	528
<i>Dietary Department Request For Party or Function</i>	529
<u>Disaster Preparedness</u>	
Emergency and Disaster Preparedness	541
<i>Emergency Menu</i>	542
<i>General Guidelines for Disaster Menu Program</i>	543
Emergency Water Supply	544
Water Purification	545
Hand Washing During a Disaster	546
Sanitizing Dishes During a Disaster	547

Table of Contents

<u>Quality Assurance</u>	
Quality Assessment and Assurance	559
<i>Quality Assurance Calendar/Monitoring Form</i>	560
Tools for Quality Management	564
<i>Food Safety and Sanitation Audit</i>	565
Quality Assessment of Resident Food Service Audit	569
<i>Quality Assessment of Resident Food Service Audit</i>	571
Comprehensive Dining and Meal Service Audit	573
<i>Comprehensive Dining and Meal Service Audit</i>	574
<i>Thermometer Calibration Record</i>	576
<i>Final Cooking Temperature Record</i>	577
<i>Final Cooking Temperature Guideline</i>	578
<i>Holding Food Temperature Record</i>	579
<i>Cooling Temperatures Audit Form</i>	582
<i>Freezer/Refrigeration Temperature Log</i>	583
<i>Potentially Hazardous Food Refrigeration Log</i>	584
<i>High Temperature Dish Machine Log</i>	585
<i>Low Temperature Dish Machine Log</i>	586
<i>3 Compartment Sink Sanitizer Strength Log</i>	587
Nutrition Documentation Audit	588
<i>Nutrition Documentation Audit</i>	589
Nourishment Audit	591
<i>Nourishment Audit</i>	592