

SUBJECT: NUTRITIONAL ASSESSMENT OF PATIENTS BY THE REGISTERED DIETITIAN	REFERENCE #2005
	PAGE: 1 OF: 3
DEPARTMENT: NUTRITIONAL SERVICES	EFFECTIVE:
APPROVED BY:	REVISED:

POLICY:

It is the policy of _____ Hospital that the Registered Dietitian will complete a nutritional assessment within 48 hours of admission for patients initially screened as having moderate or high nutritional risk.

PURPOSE:

To evaluate the nutrition needs of individuals based upon appropriate biochemical, anthropometric, physical and dietary data. To recommend appropriate nutrition intake, including caloric supplements, modified diets, enteral and parenteral nutrition. To monitor and document the progress and effectiveness of nutritional intervention.

MATERIALS:

- Interdisciplinary Admission Assessment Form
- Nutritional Assessment Form
- Medical Record

NUTRITIONAL ASSESSMENTS:

- Nutritional assessments are completed on all patients who have been screened as having moderate or high nutritional risk. The objectives of nutritional assessments done on all specified patients are to:
 - Identify those patients having nutrition-related problems
 - Identify those patients whose primary diagnosis was caused by a nutritional problem
 - Identify those patients whose acute conditions can be alleviated in part by nutritional modes of therapy
 - Identify those patients with chronic nutritionally related problems
 - Identify those patients who have had problems with chronic diarrhea, constipation, indigestion or heartburn in the past month

SUBJECT: NUTRITIONAL PLAN OF CARE	REFERENCE #2111
	PAGE: 1 OF: 2
DEPARTMENT: NUTRITIONAL SERVICES	EFFECTIVE:
APPROVED BY:	REVISED:

POLICY:

It is the policy of _____ Hospital that a plan for nutrition therapy is developed in a multidisciplinary format and implemented for all patients determined to be at nutritional risk.

PROCEDURE:

- Based on the results of the nutritional screening and assessment, the Registered Dietitian will formulate a plan for nutrition therapy in collaboration with other disciplines as appropriate. All patients assessed as having moderate to high nutritional risk will have a plan of care. The exception will be the patient of good nutritional status with good oral intake.
- The plan for nutrition therapy will be entered in the computer (or documented in the medical record) within 48 hours of the patient’s admission. After collaborating with Nursing, Social Service, Pharmacy and physicians as appropriate, the Registered Dietitian will develop the plan of care that is individualized for each patient’s needs.
- The planning for care, treatment and services will include the following:
 - Care planning is based on data collected from patient assessments with integration of those assessment findings in the care planning process.
 - Developing a plan for care, treatment and services that includes patient care goals that are reasonable and measurable.
 - The needs of the patient, goals, time frames, required services and the service settings are critical considerations in determining the plan for care.
 - Regularly reviewing and revising the plan for care, treatment and services.
 - Determining how the planned care, treatment and services will be provided.
 - Documenting the plan for care, treatment and services.
 - Monitoring the effectiveness of care planning and the provision of care, treatment and services.

SUBJECT: MEAL SERVICE TO PATIENTS	REFERENCE #2127
DEPARTMENT: NUTRITIONAL SERVICES	PAGE: 1 OF: 2
APPROVED BY:	EFFECTIVE: REVISED:

POLICY:

- There is close communication between the nursing staff, the Nutritional Services Director and the Registered Dietitian, so any problems concerning the patient food service may be quickly and easily solved.
- All diet orders, as prescribed by the physician, are given to the Nutritional Services Department in writing by the Nursing Services Department. The physician's diet order must be recorded in the patient's medical record before the diet can be served.
- Tray service is used for all patients.
- Trays are identified by menus (for selected, regular and all modified diets) and cards (for patients who have not selected their own menu), are marked with the patient's name, room and bed number and placed on each tray.
- Trays are assembled according to accompanying menu in the Nutritional Services Department, placed on carts and delivered to the patient care units by Nutritional Services personnel. Nursing Services Department delivers the trays to the patients.
- When patients have completed the meal, trays are picked up by the nursing staff, put on carts used for soiled trays and the carts are returned to Nutritional Services personnel.
- Any special food request made by patients during mealtime will be called to the Nutritional Services Department by the nursing staff. The Nutritional Services Department is responsible for delivering it to the patient care unit.
- Relatives or friends of patients on modified diets are not permitted to bring food or beverages to patients without permission of the nursing staff. The Nursing Services Department will check with the Registered Dietitian to see if the food is allowed on the specific diet.
- Alternatives or changes in a patient's diet are recorded in the patient's medical record by the physician and the nursing Kardex by the nurses. The diet change is called into the Nutritional Services Department and recorded accordingly.
- Disposable items are used entirely for isolation trays.

POSITION DESCRIPTION / PERFORMANCE EVALUATION

Job Title: Nutritional Services Technician

Supervised by: Clinical Nutrition Manager,
Registered Dietitian

Prepared by: _____

Approved by: _____

Date: _____

Date: _____

Job Summary: Under the supervision of a Registered Dietitian, performs basic nutritional assessments on new admissions. Assists the Registered Dietitian with nutritional care on low- to moderate-risk patients.

DUTIES AND RESPONSIBILITIES:

E = Exceeds the Standard

M = Meets the Standard

NI = Needs Improvement

Demonstrates Competency in the Following Areas:

	<u>E</u>	<u>M</u>	<u>NI</u>
Performs basic nutritional screening and nutritional care to patients under the supervision of a Registered Dietitian according to patients age including neonate, child, adolescent, adult geriatric and terminally ill patients.	2	1	0
Obtains necessary information from the medical record to determine patient's nutritional status.	2	1	0
Performs menu editing as directed by the Registered Dietitian.	2	1	0
Prepares patient trays accurately.	2	1	0
Assists in orienting and inservicing new employees to department.	2	1	0
Maintains a good working relationship both within the department and with other departments.	2	1	0
Documentation meets current standards and policies.	2	1	0
Treats patients and their families with respect and dignity.	2	1	0
Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.	2	1	0
Demonstrates an ability to be flexible, organized and function under stressful situations.	2	1	0
Observes infection control practices at all times.	2	1	0

Professional Requirements:

	<u>E</u>	<u>M</u>	<u>NI</u>
Adheres to dress code, appearance is neat and clean.	2	1	0
Completes annual education requirements.	2	1	0
Maintains regulatory requirements, including all state, federal and JCAHO regulations.	2	1	0
Maintains and ensures patient confidentiality at all times.	2	1	0
Reports to work on time and as scheduled; completes work within designated time.	2	1	0
Wears identification while on duty; uses computerized punch time system correctly.	2	1	0