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|  MEAL SERVICE, SUPPLEMENTS AND SUBSTIT UTIONS | NO. 635A |
| PROCEDURES:1. A three meal plan will be followed with meal times scheduled as follows:

 Breakfast 7:00 a.m. Lunch 11:00 a.m. Supper 4:30 p.m.1. The dietetic service supervisor will ensure that between meals and/or bedtime nourishments are available for patients.
2. Meals will be assembled by dietetic service personnel.
3. Nursing or dietetic personnel will deliver meals to each station/wing.
4. Dietetic service will call before bringing tray cart to wing.
5. Dietetic services and nursing personnel will deliver trays to patients to ensure food is served at appropriate temperature.
6. Trays will be initially assembled by dietetic personnel and completed by nursing personnel where necessary.
	1. Tray cards, tray labels will be used for identification.
	2. Trays (dining room and patient rooms) will be distributed by nursing/dietary personnel.
	3. Nursing and dietetic services will coordinate activities in this area to ensure the correct tray reaches the patients as well as insuring that food is at its most acceptable temperature.
	4. Nursing will be responsible for returning soiled trays and dishes (dining room and patient rooms) to tray carts after patient has eaten.

8. Nursing staff will call dietary staff when trays are ready to be returned to the kitchen.1. Adequate time will be allowed for patients to feed themselves. Those residents requiring additional time will be provided the time and trays will be removed to the kitchen as the meals are finished.
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| 1. Dietary personnel and/or nursing staff will deliver trays to patients eating in the dining room.
2. Dietary and/or nursing personnel will assist patients in the dining room requiring varying degrees of assistance with meals promptly.
3. Dining room tables will be bussed and sanitized by dietary personnel.
4. Supplements will be provided daily in these instances:
	1. For patients whose prescribed diet includes in between meal or bedtime feedings (i.e. diabetic, high protein, hypoglycemic).
	2. For patients in which supplemental feedings have been ordered by their physician.
	3. For patients in which supplemental feedings have been included as a part of their nutritional care plans.
5. The supplemental feedings described above (13) will be individually prepared and labeled for the patients in the dietary department. The label will provide the patient's name and will be served at the appropriate times.
6. The dietetic service supervisor will ensure that the supplemental feedings are transported to the nurses' station(s) at the appropriate times.

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