18. A. Policies and Procedures

18. A. 1. Dietetic services shall be described in the facility's policy and procedure manual with at least the following:

State Regulations pertaining to category_dietary_services_dieticians_and_staff ME

a. Organization and dietetic services offered;

b. Personnel management;

c. Staffing and budgeting;

d. orientation and in service education;

e. Menu planning;

f. Therapeutic diets;

g. Resident clinical nutritional care;

h. Purchasing, receiving, and storing of food and supplies;

i. Food preparation and service;

j. Meal and nourishment service;

k. Safety, sanitation, and infection control;

l. Time parameters for storage of opened or leftover foods; and

m. Disaster feeding plan.

18. A. 2. Dietetic services will be represented in the professional policy group.

18. B. Staffing

18. B. 1. There shall be sufficient numbers of adequately trained staff to carry out the functions of dietetic services and to meet the dietary needs of residents.

...18. B. 3. Food Service Supervisor

There shall be a full-time employee who meets the definition of a qualified Food Service Supervisor (Dietetic Service Supervisor) assigned the overall responsibility for dietetic service.
18.B.4. A Food Service Supervisor (Dietetic Service Supervisor) is a person who:

a. Is a qualified dietitian; or

b. Is a graduate of a dietetic technician program, approved by the American Dietetic Association; or is a graduate of the Dietary Managers Association approved course and has passed the Certifying Board for Dietary Managers credentialing exam; or

c. Is a graduate of a State-approved course in food service supervision; or

d. Has training and experience in food service supervision and management in a military service, equivalent to the requirements in (b) or (c) above.

Responsibilities of the Food Service Supervisor shall include performance, supervision or approval of the following:

a. Administration

1. Orientation and training for all staff on hygiene practices, with emphasis on handwashing techniques, food preparation, storage, handling and sanitation;

2. Establishing work schedules and assignments for all staff;

3. Participating in development and review of dietary service policies and procedures;

4. Participating in planning and conducting in-service education for dietetic, nursing and other staff, as needed; and

5. Menu planning and ordering of food and supplies.

b. Resident Services

1. Interviewing all new residents regarding food preferences and maintaining records of pertinent nutrition information;

2. Participating in patient care planning conferences when indicated;

3. Reporting to the nursing staff and/or consultant dietitian, and documenting, as necessary, significant observations and resident responses to dietary plans of care; and

4. Documenting, as necessary, in residents' medical records the nutritional care delivered, with guidance from consultant dietitian.

c. Preparation, Service and Sanitation

1. Supervising preparation and service of all food including monitoring food temperatures and reviewing residents' meal trays for compliance with the prescribed diet;

2. Monitoring food storage in all areas of the facility including stock rotation, inventory control, and proper packaging, labeling and dating of food; and

3. Assuring that proper sanitation procedures are implemented in the kitchen and warewashing areas
and all other areas in the facility where food is stored, prepared and served.

18.B.5. Dietitian

If the nursing facility does not employ a Registered Dietitian, there must be a written agreement with a Registered Dietitian currently licensed to practice in the State of Maine to provide consultation.

18.B.6. Responsibilities of Consultant Registered Dietitian Responsibilities shall include:

a. Preparing reports for the administrator at least monthly, reflecting all activities and recommendations;

b. Evaluating the functions of the dietetic services, identifying strengths, weaknesses and priorities;

c. Participating in the development and revision of policies and procedures;

d. Reviewing and approving all menus, including therapeutic diets, to ensure nutritional adequacy and conformity to physician diet orders;

e. Counseling residents and/or family members when appropriate;

f. Documenting pertinent information regarding residents’ nutritional care and status in medical record, as necessary;

g. Participating in the assessment of residents and in patient care planning conferences as needed;

h. Planning, with Food Service Supervisor, in-service education programs for dietetic employees at least quarterly. Providing in-service for other staff as needed and requested; and

i. Participating in residents’ discharge planning as indicated by residents’ needs.