107. DIETARY SERVICE.

01. Dietary Supervision. A qualified food service supervisor shall be designated by the administrator to be in charge of the dietary department. This person shall: (1-1-88)

a. Be responsible for orientation, training, scheduling and supervision of dietary employees on all shifts; (1-1-88)

b. Have sufficient knowledge of food needs to plan adequate menus and modified diets for the patients/residents; (1-1-88)

c. Record current dietary information in the patient’s/resident’s care plan and in the medical record. Dietary notes in the medical record shall be made at least quarterly for all patients/residents. Dietary notes shall be made monthly or more often in the medical records of patients/residents with eating problems or who have medical problems relating to diets; (1-1-88)

d. Be encouraged to participate in food service workshops, correspondence courses and other training sessions whenever they are available; (1-1-88)

e. Consult on a regularly scheduled basis with a registered dietitian (or a person with at least a bachelor’s degree in foods and nutrition if no dietitian is available). The dietitian shall: (1-1-88)

i. Assist the person in charge with the development of menus and modified diets as needed; (1-1-88)

ii. Review and approve menu and diet plans; (1-1-88)

iii. Provide in-service training for all food service employees; (1-1-88)

iv. Provide consultation in all areas of food production and service as needed; and (1-1-88)

v. Act as liaison between the medical staff, nursing staff and the dietary department. (1-1-88)

02. Dietary Personnel. There shall be a sufficient number of food service personnel employed, and their hours shall be scheduled to meet the dietary needs of the patients/residents. (1-1-88)

a. The food service department shall be staffed and operated at least twelve (12) hours each day. (1-1-88)

b. Work and duty schedules shall be available in the dietary department for all food service positions. (1-1-88)

c. If food service workers are assigned duties outside of the dietary department, these duties shall not interfere with sanitation, safety or time required for dietary work assignments. (1-1-88)
d. No person who has worked in any other area of the facility shall assist with the preparation or serving of food inside of the kitchen without first putting on a clean uniform or gown and a hairnet or cap. Hands must be thoroughly washed. (1-1-88)

e. Dietary personnel engaged in food preparation shall not feed patients/residents in the dining room. (1-1-88)

03. General Diets. (7-1-93)

a. The general menu shall provide for the food and nutritional needs of the patient/resident in accordance with the Recommended Daily Allowances of the Food and Nutritional Board of the National Research Council. A daily guide for adults shall be based on the following allowances: (1-1-88)

i. Milk - one (1) pint or more, as a beverage or in cooking. Cheese and ice cream may be substituted for part of the milk. (12-31-91)

ii. Meat - four (4) to six (6) ounces (cooked, boneless weight) beef, pork, veal, lamb, fish, poultry, eggs or cheese. Dry beans, nuts or dry peas may be used occasionally as substitutes. (12-31-91)

iii. Fruits and Vegetables - four (4) servings. These shall include a vitamin C-rich fruit or vegetable daily and a vitamin A-rich fruit or vegetable at least every other day. (1-1-88)

iv. Breads and Cereals - four (4) servings of enriched restored or whole-grain breads or cereals. (1-1-88)

v. Other Food - such as fats and sugars shall be provided to round out the meal, to satisfy appetites and to provide sufficient calories. (1-1-88)

b. The evening meal shall include at least one (1) to one and one-half (1-1/2) ounces of a protein food (meat, cheese, fish, eggs), vegetable or fruit, dessert and beverage, preferably milk. (12-31-91)

04. Modified or Therapeutic Diets. All diets, including general diets, shall be ordered by the attending physician. Diet orders shall be kept on file in the health care facility, and modified diets shall be reviewed routinely by the physician along with other treatment. (1-1-88)

a. The charge nurse shall send all diet orders to the dietary department in written form. Any additional diet information or changes in the order shall also be transmitted in writing. (1-1-88)

b. Therapeutic diets shall be planned in accordance with the physician’s order. To the extent that it is medically possible, it shall be planned from the regular menu and shall meet the patient’s/resident’s daily need for nutrients. (1-1-88)

c. A written diet plan shall be made for each type of diet unless each patient’s/resident’s individual diet is written daily. (1-1-88)
d. A current diet manual approved by the Department and the patient’s/resident’s physician shall be available in the kitchen and at each nursing station (the Idaho Diet Manual is approved by the Department). (1-1-88)

05. Menu Planning and Meal Service. At least three (3) meals or their equivalent shall be served daily at regular times, with not more than a fourteen (14) hour span between a substantial evening meal and breakfast. (1-1-88)

a. Bedtime snacks of nourishing quality shall be offered, and between-meal snacks should be offered. (1-1-88)

b. If the “Four or Five-Meal-A-Day” plan is in effect, meals and snacks shall provide nutritional value equivalent to the daily food requirements and the last meal (snack) shall provide at least one (1) ounce of a protein food exclusive of beverage served. (1-1-88)

c. Menus shall be prepared at least a week in advance. Menus shall be corrected to conform with food actually served. (Items not served shall be deleted and food actually served shall be written in.) The corrected copy of the menu and diet plan shall be dated and kept on file for thirty (30) days. (1-1-88)

d. Menus shall provide a sufficient variety of foods in adequate amounts at each meal. Menus shall be different for the same days each week and adjusted for seasonal changes. (1-1-88)

06. Food Purchasing and Storage. Supplies of staple foods for a minimum of a one (1) week period and of perishable foods for a two (2) day period shall be maintained on the premises. (1-1-88)

a. A current file of food purchase invoices shall be kept at least for the preceding thirty (30) day period. (1-1-88)

b. All processed or canned foods shall be obtained from approved commercial sources. (1-1-88)

c. Food from damaged cans or thawed and refrozen foods shall not be used. (1-1-88)

d. All meat and poultry products shall have been inspected for wholesomeness under an official regulatory program. (1-1-88)

e. Only Grade A pasteurized fluid milk and milk products shall be used or served. Dry milk and milk products may be reconstituted in the facility if they are used for cooking purposes only. (1-1-88)

f. All milk for drinking purposes shall be served in a previously unopened, commercially filled container directly into the drinking glass of the patient/resident, or may be drawn from a commercially filled container stored in a mechanically refrigerated bulk milk dispenser directly into the glass of the patient/resident. Any milk held over in an open container from one (1) meal to another shall be used for cooking only. (6-23-89)

g. Each refrigerator and freezer shall be equipped with a reliable, easily read thermometer. Refrigerators shall be maintained at forty-five degrees Fahrenheit (45F) or
Freezers shall be maintained at zero degrees Fahrenheit (0F) or below. (12-31-91)

h. Storage areas shall be maintained in a clean, orderly manner. No food shall be stored on the floor. (1-1-88)

i. Only food and food service items shall be stored in the food storage areas. (1-1-88)

07. Food Preparation and Service. Foods shall be prepared by methods that conserve nutritive value, flavor and appearance, and shall be attractively served at proper temperatures. (1-1-88)

a. Hazardous foods shall be kept hot (over one hundred forty degrees Fahrenheit (140F)) or cold (under forty-five degrees Fahrenheit (45F)) except during actual preparation time. (1-1-88)

b. A file of tested recipes, adjusted to appropriate yield, shall be maintained. (1-1-88)

c. Foods shall be served in a form to meet individual patient's/resident's needs: (1-1-88)

i. Food shall be cut, ground, or pureed only for those who require it; (1-1-88)

ii. Special attention shall be given to the food given patients/residents without dentures, with poor dentures, or with poor teeth because of the difficulty these patients/residents have with mastication. (1-1-88)

d. If a patient/resident refuses the food served, appropriate substitutes shall be offered. (1-1-88)

e. Individual patient/resident trays shall be identified with name, diet order, and room number. (1-1-88)

f. Trays provided bedfast patients/residents shall rest on firm supports, such as over bed tables. Sturdy tray stands of proper height shall be provided patients/residents able to be out of bed. (1-1-88)

g. Tray service shall be attractive and provisions made to serve hot foods hot and cold foods cold. (1-1-88)

h. Trays for patients/residents who need to be fed shall be set up only as there is someone available to do the feeding. (1-1-88)

i. Facilities shall provide one (1) or more attractively furnished multipurpose areas of adequate size for patients'/residents' dining, diversion, and social activities. (1-1-88)

ii. It is recommended that a separate dining room area be provided when possible. (1-1-88)

ii. Dining room areas shall be well lighted, ventilated, and equipped with tables with hard surfaces, and comfortable chairs. The floors in the dining rooms shall be of easily cleanable construction. (1-1-88)
08. Food Sanitation. The acquisition, preparation, storage, and serving of all food and drink in a facility shall comply with Idaho Department of Health and Welfare Rules, IDAPA 16.02.19, “Food Safety and Sanitation Standards for Food Establishments.” (12-31-91)

a. Ice shall be manufactured from potable water in a sanitary manner, and shall be handled, stored and transported in such a manner as to prevent its contamination. (1-1-88)

b. A separate sink, granular or liquid soap and paper towels shall be provided in the food preparation area for hand washing. Kitchen sinks shall not be used for hand washing. (1-1-88)

c. Written reports of food service inspections by authorized representatives of district health departments or the Department shall be maintained on file at the facility. Corrections and changes which have been implemented by the facility as a result of such inspections shall be recorded in writing and kept on file. (1-1-88)

d. Adequate facilities, equipment, and utensils shall be provided for the preparation, storage, and serving of food and drink to the patients/residents and personnel. (1-1-88)