

# DIET

1. **Purpose:** To establish a system for the provision of hygienic and appropriate dietary facilities in order to meet the nutritive requirement of the patients according to their disease.
2. **Scope :** It covers wards, emergency ward, ICU, private wards and isolation ward of the hospital for the fulfillment of dietary requirement of admitted patients.
3. **Responsibility:** a) **Overall** – Chief Medical Superintendent/ Chief Medical Officer  
b) **Specific** – Outsourced Agency
4. **Procedure:**

Sl. No.	Activity/ Description	Responsibility	Ref. Documents / Record
4.1	<p><b><u>Dietary advice</u></b> The doctor advises diet as per the requirement of disease.</p> <p>If he feels that the patient needs dietician advice, he refers the patient to the dietician or takes the advice from dietician for dietary advice.</p>	Doctor/ Dietician	
4.2	<p><b><u>Calculation of No. of Diet:</u></b> On the basis of doctor's advice, the concerned nurse at the IPD, calculate the dietary requirement of the patient in the diet register and sent it to the kitchen in-charge.</p>	Nursing In-charge	Diet Register
4.3	<p><b><u>Procurement of Raw Materials:</u></b> Approved Diet Chart is available in the hospital and with the kitchen in-charge.</p> <p>On the basis of Diet Chart &amp; no. of diet to be prepared, the helper at the kitchen purchases the raw material under the supervision of the nursing in-charge.</p> <p>The inventory of perishable &amp; non perishable item in the kitchen is properly maintained by the cook. Vegetables are purchased on daily basis.</p>	Concerned Nurse	Diet Chart,  Diet Register
4.4	<p><b><u>Preparation of Utensils, Stove</u></b> Utensils are kept ready neat, clean &amp; dry. Stove in running condition is kept ready for use.</p>	Kitchen In-charge / Cook	
4.5	<p><b><u>Washing, Cleaning &amp; Cutting</u></b> Vegetables are washed with clean water and cut as per need.</p>	Cook	

Sl. No.	Activity/ Description	Responsibility	Ref. Documents / Record
4.6	<p><b><u>Preparation of Food</u></b> The food is prepared by the cook in the hospital kitchen two times a day in a hygienic environment.</p>	Cook	
4.7	<p><b><u>Quality Check of Cooked Food</u></b> The quality of the food is first checked by the cook itself.</p> <p>The nursing In-charge herself checks the quality of food, and after consulting the patients, concerned duty doctors (during evening and night hours) and the nurses, prepares monthly quality report and submits it to the CMS.</p> <p>Tasting done by Doctor/Nurse In-charge &amp; head cook for the following</p> <ul style="list-style-type: none"> <li>• Texture</li> <li>• Taste</li> <li>• Appearance</li> </ul>	Cook	Monthly Report on Quality of food
4.8	<p><b><u>Distribution of Cooked Food</u></b> The helper distributes the food to the admitted patients at the definite time twice in a day with the intimation of concerned nurse.</p>	Helper	Diet Register
4.9	<p><b><u>Feedback on Cooked Food</u></b> Oral feedback is taken from the patient and reported to the nursing In-charge. Necessary action is taken as required.</p>	Concerned Nurse	Diet register
4.10	<p><b><u>Cessation of Dietary Services to patient</u></b> When the doctor decides that the patient is to be discharged/ referred (or died) from the hospital, he prepares discharge slip/ referral slip consisting of dietary advice.</p> <p>The concerned nurse updates the diet register and informs the helper at the kitchen to stop the dietary services of the patient.</p>	Concerned doctor	Discharge Slip
4.11	<p><b><u>Billing of the Dues:</u></b> On daily basis, the nurse-in charge counts the number of diet of the discharge patient has taken on the basis of diet register and prepares the bill accordingly.</p>	Concerned Nurse	Diet register

Sl. No.	Activity/ Description	Responsibility	Ref. Documents / Record
4.12	<p><b><u>End of the Day Activity</u></b></p> <p>The diet register is updated for every admission and discharge, the name on patient who is not willing for food services is also maintained at diet register.</p> <p>The diet is checked by the concerned staff/nurse for quality before supplying to the patient.</p> <p>Monthly diet/kitchen report is prepared by the nursing In-charge and submitted to the CMS for the continuous improvement and quality maintenance.</p>	<p>Concerned Nurse</p> <p>Nurse</p> <p>Nursing In-charge</p>	<p>Discharge slip/ Patient admission file</p> <p>Diet register</p> <p>Kitchen report</p>

#### **5. Timing for Serving Food:-**

Sl. No.	Time for	Summer	Winter
01	Breakfast	07:30 am to 08:00 am	08:00 am to 08:30 am
02	Lunch	12:30 pm to 01:30 pm	01:00 pm to 02:00 pm
03	Dinner	07:00 pm to 7:45 pm	07:15 pm to 08:00 pm

#### **6. Work Instructions**

##### **a) W.I. for Diet Services**

Sl. No.	Activity Instructions	Responsibility
01	To ensure dietary advice to each and every patient as per the need of the disease.	MO/ dietician
02	To ensure that kitchen is informed about the type and quantity of food required three hours before the time of diet serve.	Concerned nurse
03	To ensure that the diet has been supplied to the patient after proper check.	--do--
04	To ensure that the diet is prepared in accordance with the dietician/ doctor advice for particular patient.	--do--

05	To ensure that the quality of raw materials purchased is proper.	Hospital Manager/ Dietician/ Nurse mentor/ Member of Quality team
06	To ensure that the kitchen is neat and clean at all the times.	Cook

**b) Work Instruction for maintenance of hygienic practices**

Sl. No.	Activity Instruction	Responsibility
01	To ensure proper mechanism for restriction of rodents in the kitchen i.e. maintenance of covered drains and self closing doors with proper alignment to floor.	CMS/ Hospital Manager
02	Food is cooked inside the kitchen from fresh ingredients.	Hospital Manager/ Dietician/ Nurse mentor/ Member of Quality team
03	Foods should be cooked with vegetable oil and not from Fat or Vegetable Ghee	Cook
04	Salts are not added to the food at the time of cooking	--do--
05	All the utensils and crockery are washed daily ones in warm water.	Cooking helper
06	Food are carried from the kitchen to the wards on a trolley, in covered utensils	--do--
07	The patients are served food in covered thalis	--do--
08	Thalis are removed from the wards one hour after the serve	--do--
09	Rotten materials should be removed immediately, daily check is carried out for all such materials i.e. onion, garlic, potato etc.	cook

**7. Process Efficiency Criteria:**

Sl. No.	Activity No.	Activity	Efficiency Criteria
01	4.7	Quality Check	<ul style="list-style-type: none"> <li>➤ Quality check is done under supervision of the Member of Quality Team/ Hospital Manager/Nursing In-charge at every time the diet is supplied</li> <li>➤ Weekly check of housekeeping of Kitchen with respect to hygienic by deputed officer.</li> </ul>
02	4.12	Kitchen/Diet Report	<ul style="list-style-type: none"> <li>➤ The diet report on monthly basis shall be submitted to CMS/ CMO office up to 5<sup>th</sup> of</li> </ul>

