



# ADMINISTRATIVE/FISCAL/CLINICAL/PHF POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA  
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

<b>Section -</b> PSYCHIATRIC HEALTH FACILITY	<b>Effective:</b>
<b>Policy -</b> Food Services Contract and Meal Orders	<b>Revised:</b>
<b>Director's Approval</b> <u>Ann Detrick</u>	<b>Date</b> <u>1-6-12</u>
<b>Assistant Director's Approval</b> <u>Al Schenck</u>	<b>Date</b> <u>1/30/12</u>
<b>Form Ref.</b> ND - 1.1	<b>Reviewed:</b>
<b>Author(s) -</b>	

**POLICY:** It is the intent of the Psychiatric Health Facility (PHF) to provide meals to patients that meet recognized dietary practices and state and federal guidelines, and comply with orders of the practitioners responsible for patient care.

The total daily diet for patients shall be of the quantity and in the quantity necessary to meet the needs of patients and shall meet the most current Dietary Reference Intakes, adopted from the PHF Diet Manual, adjusted to the age, activity, and environment of the population.

All food shall be of good quality and be selected, stored, prepared, and served in a safe and healthful manner, in accordance with all federal and state rules, regulations, and guidelines.

## **PROCEDURES:**

### **Food Services Contract:**

1. Food Services Contractor (herein Contractor) will employ or contract with a Registered Dietitian (RD) who shall review meal plans to ensure they meet recognized dietary practices and state and federal guidelines, and comply with orders of the practitioners responsible for patient care.
2. Contractor's RD shall consult with PHF RD on patient's dietary needs a minimum of four hours quarterly. Contractor's RD shall participate in quarterly meetings with PHF RD and PHF Manager.
3. Contractor shall provide PHF Manager with the annual *Santa Barbara Environmental Health Services Official Food Facility Inspection Report* for review by PHF RD and the PHF Governing Body. Contractor shall correct all violations in accordance with the Santa Barbara County Public Health Department environmental health requirements.
4. Contractor shall possess valid food safety certificates for all food handler staff, indicating that the employee has successfully passed an accredited and approved food safety certification course.
5. Contractor shall provide food handler/food safety training to PHF nursing staff annually.

6. A diet manual will be kept in the nurse's station and the kitchen, accessible to PHF staff at all times.

7. Meal times are as follows: Breakfast 7:30 AM; Lunch 12:30 PM; Dinner 5:30 PM; Snack Times are 2:30 PM and 8:00 PM.

**Meal Orders:**

1. Upon admission, Licensed Nursing Staff (LNS) will conduct a screening of patient's nutritional and dietary needs. Admitting psychiatrist will give initial dietary orders. All patients requiring further nutritional assessment will be referred to PHF RD and/or PHF Primary Care Physician (PCP).

2. The LNS assigned to the patient will place a copy of the initial Physician's Orders as well as subsequent updates in the "Kitchen Inbox."

3. The Recovery Assistant (RA) assigned to Meal Service or Team Leader for the shift will update the "PHF Meal Order Sheet" and fax it to Contractor by 3:00 PM daily for the following day's order. The order will include the total number of meals to be provided, including the number and type of special diets. Orders will be adjusted to account for admissions, discharges, and/or new special diet orders/modifications by phoning *AND* faxing changes no later than 6:30 AM for breakfast; 11:30 AM for lunch; and 4:30 for dinner.

4. Contractor will provide meals according to prescribed diet upon notice from PHF. When special diets are ordered, the pre-approved meal plans will serve as a guide. In addition, Contractor will prepare meals to meet the needs of clients with allergies, intolerances, and special preferences, upon request.

5. A six-week menu, including portions, will be provided by Contractor. A copy of each monthly menu will be provided to PHF two weeks in advance.

a) Menu items and portion sizes will be approved by Contractor's RD and reviewed by PHF RD.

b) Any menu substitutions will be pre-approved by Contractor's RD.

6. Contractor will provide floor stock, including and food disposable ware. PHF RD will be responsible for weekly monitoring of floor stock. Contractor will be responsible for managing floor stock costs to ensure that budget is not exceeded.