



PSYCHIATRIC HEALTH FACILITY POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

Section - PSYCHIATRIC HEALTH FACILITY

Effective:

Policy- Meal Pick-up and Service

Revised: 1/23/12

PHF CEO's Approval Ann Detrick

Date: 3/12/12

Executive Medical Staff Chair's Approval Deborah Schneider

Date: 3/14/12

Committee Chair's Approval _____

Date: _____

Registered Dietitian's Approval Carelyn Smith RD

Date: 3/23/12

Form Ref. **NB-1.2**

POLICY:

Meals to patients meet recognized dietary practices and state and federal guidelines and comply with orders of the practitioners responsible for client care.

Meal times: Breakfast 7:30 am; Lunch 12:30 pm; Dinner 5:30 pm

Snack time: 8:30 pm

PROCEDURE:

Pick-up Procedure

- a) PHF RD, RA, or nursing staff will leave the PHF to pick up meals from contractor approximately 45-50 minutes before meals are to be served.
- b) Staff will drive the county van designated for meal pick-up. At each meal food is picked up, staff will also return food storage containers known hereafter as "Cambro", coffee containers, and dirty dishes from the previous meal.
- c) Upon arrival to Contractor's kitchen, PHF staff will check food items being placed in Cambro against menus, kept in a binder in the county food pick-up van.
- d) Contractor's staff will load Cambro and clean dishes into PHF van.

- e) Upon return to PHF, a minimum of two staff members will unload the Cambro, dishes, and coffee container from the van to bring into the PHF.
- f) PHF staff members will record delivery time and food temperatures immediately upon arrival to the PHF kitchen. Hot items must be no less than 135° F, cold items no more than 41° F.
- g) Staff member will initial log to verify temperatures and delivery time.
- h) Refrigerator, freezer, and milk temperatures will be recorded daily on the attached log, and initialed.
- i) If/when an issue of concern arises regarding steps a-h above, including but not limited to menu modifications/variances, staff must note it on the “kitchen concerns” log in the kitchen binder. This data will be reviewed by the QAPI Committee as part of ongoing contractor monitoring and recommendations for corrective actions will be implemented as necessary.

Service Procedure:

- a) Two staff members will be present at all meal/snack times (one in the kitchen and one in the dining room) to monitor patient safety.
- b) Staff will wash hands before handling food.
- c) Staff will wear appropriate hat/hairnet and gloves before handling food.
- d) Staff will place individually packed and portioned plates/drinks on service table and ensure that all special diets are given to the appropriate patients.
- e) Staff will provide utensils (sporks) to patients, counting them before and after patient use.
- f) Staff will collect all dishes from patients upon completion of meal time and return them to Contractor for washing and sanitizing.
- g) Staff will wipe down kitchen and dining area with cleaning supplies labeled “kitchen” under sink.