



PROVISION OF NUTRITIONAL MEALS PROTOCOL

GUIDING PRINCIPLE

We are committed to a culture of recovery throughout our systems of care, in our interactions with one another, and with those persons and families who trust us with their care.

OVERVIEW

The Department of Mental Health and Substance Abuse shall provide the basic care needs of consumers including nourishing meals according to the consumer's individual needs. This protocol ensures that consumers receive meals that meet their individual needs, ensures safety during meal times, and provides guidelines for inpatient unit (IU) staff regarding supervision and monitoring of consumers at meal time.

DEFINITIONS

- **Guam Memorial Hospital (GMH):** When used in this protocol may also include another food service vendor.

STANDARDS OF CARE

- Nutritionally adequate meals will be provided to all consumers on the IU by Guam Memorial Hospital (GMH) or another food service vendor.
- Special diets and altered diets are accommodated to the extent that GMH is able to provide such accommodations.
 - Diets may be ordered according to the consumer's ethnic or religious preferences.
- Meals and snacks shall be healthy, including a variety of foods in proper portions which shall provide essential nutrients based on the consumer's individual needs.
- There shall be close communication between the Nursing Administrator/ Supervisor, GMH food services staff and the physician/psychiatrist, so any problems concerning the consumer's food service may be quickly and easily solved.

PROTOCOL

- A physician/psychiatrist is responsible for prescribing the diet for consumers on the IU.
- At least three (3) meals, breakfast, lunch and dinner, shall be served every day at regular hours.
- No more than fourteen (14) hours shall elapse between the evening meal and breakfast.

PROVISION OF NUTRITIONAL MEALS PROTOCOL

Diet Orders:

- The Registered Nurse (RN) shall inform the ordering IU staff of the prescribed diets and diet orders.
- The RN shall review the Meal Order form prior to the IU staff making the diet orders.

Making Diet Orders:

- IU staff is responsible for telephoning diet orders to GMH, daily.
- Ordering IU staff shall state diet orders exactly as the physician/psychiatrist has ordered them.
- Diet orders for breakfast, lunch, and dinner will be telephoned by IU staff at 5:00 PM using the Meal Order form.
 - Following the telephoned order, IU staff shall hand deliver a copy of the Meal Order form to GMH or a copy shall be emailed.
- The RN shall note any changes in a consumer's diet on the Meal Order form.
 - Reasons for diet changes include discharge, new admission, change of diet, delayed meals, special requests and additional dietary modifications, i.e., allergy to milk, vegetarian request nonfat milk, tea, coffee.
 - Diet changes shall be telephoned to GMH by the specified times.
- Diet as tolerated (DAT) as ordered by the physician/psychiatrist indicate that the consumer may have what he/she is able to eat.
 - Staff shall not send GMH any DAT diets.
 - IU staff needs to specify whether it will be regular, soft, mechanical soft, or pureed.

Delivery:

- Meals are picked and served up by IU staff during the following hours:
 - Breakfast: 6:30 AM - 7:30 AM
 - Lunch: 11:00 AM - 12:30 PM
 - PM Snack: 2:00 PM
 - Dinner: 4:30 PM - 5:30 PM
- New admissions, especially in the evenings, should be called right away. A full tray will be served only until 5:30 PM.
- IU staff shall serve food to the consumer at times indicated.
- IU staff is required to transport and deliver the meals in a safe and sanitary manner.

PROVISION OF NUTRITIONAL MEALS PROTOCOL

Checking Trays and Serving Meals:

- Prior to leaving GMH, IU staff shall check the individual meal trays to ensure the correct diets are prepared based on the Meal Order form.
 - In the event that an incorrect meal tray is provided, IU staff shall notify GMH, who will prepare the correct food tray.
- IU staff shall ensure the correct tray is distributed to the correct consumer and shall observe and assist consumers during meal time, as needed.
- Consumers shall eat their meals and snacks in the dining room area and shall be supervised by the IU staff.
- If there is a delay in serving a tray to a consumer, staff shall reheat hot entrees in the microwave before giving them to the consumer.
- If a tray has been spilled or mishandled, staff shall save the menu and call GMH so that a duplicate tray can be made and delivered.

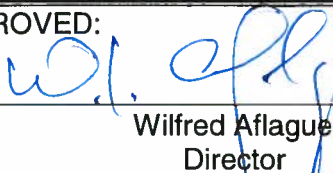
Snacks:

- Snacks are provided by the consumer but checked by the IU staff prior to being served.
- Extra nourishment shall be noted in the consumer's chart.

Food From Visitors:

- Food brought in by consumers and visitors shall be inspected by a nurse, shall be clearly labeled and dated, and shall be stored using proper sanitation, temperature, light, moisture, ventilation and security.
- Visitors of consumers on modified diets are not permitted to bring food or beverages to consumers without permission of the nurse or physician/psychiatrist.
 - Staff shall ensure that the food does not contradict the prescribed diet.
 - If there is a contradiction, IU staff may consult with the physician/psychiatrist or inform the visitor of the consumer's prescribed diet and ask him/her to only bring food that falls within the diet.
- Caffeinated products are not allowed on the IU.

APPROVED:



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Director

Date: 