

 <p>Connecticut Valley Hospital Nursing Policy and Procedure</p>	<p>SECTION D: PHYSIOLOGICAL ADAPTATION</p> <p>CHAPTER 13: BASIC NEEDS</p> <p>Policy and Procedure: 13.1 Diet and Meal Monitoring</p>
<p>Authorization: Nursing Executive Committee</p>	<p>Date Effective: May 1, 2018 Scope: Connecticut Valley Hospital</p>

Standard of Practice:

The Registered Nurse will ensure that diets are provided to patients as prescribed on the Physician Order Sheet, and that patients are educated regarding healthy choices, safety practices, and aspiration precautions related to nutrition and dining.

Standard of Care:

The patient can expect to be provided with a clinically appropriate diet, snacks, and dietary supplements as prescribed by the Ambulatory Care Services (ACS) Provider.

Policy:

The Registered Nurse will continually monitor the patient for any dietary changes/issues and will ensure that nursing staff is assigned to monitor patients during meals for safety and aspiration precautions.

Procedure:

On Admission:

1. During the Admission Nursing Assessment, the RN conducts a Nutrition Screen. The ACS Provider and Dietician are immediately notified via phone of relevant dietary consistency and aspiration risk issues.
 - a. Any positive findings are documented in the Progress Notes and the ACS Medical Rounds Board.
2. Upon admission, the ACS Provider orders the appropriate diet on the Physician Order Sheet, in addition to Aspiration Risk Precautions.
3. The order is then transcribed onto the Treatment Record, indicating the type of diet, expiration date, and food allergies. The diet order is also placed on the Information Board in each unit's Nursing Station.
4. The Physician's Order is then called into the Tray Line at ext. 5635. The patient's first and last name, date of birth, location and diet order are provided.
5. The night shift nurse will place the patient's name and prescribed type of diet on the *Nursing Dietary and Aspiration Risk Tracking Form*. Any high risk behaviors that nursing staff need to be aware of or monitor will be cited by the nurse. The

- Nursing Dietary and Aspiration Risk Tracking Form* will be initiated daily on Night Shift and posted in the Unit Kitchen and Nursing Station.
6. The night shift Head Nurse/Charge Nurse will maintain the *Nursing Dietary and Aspiration Risk Tracking Forms* for 90 days.

Meals:

All patients will be afforded the opportunity to have their meals in off-unit dining rooms unless clinically contraindicated.

A. Off- Unit Dining:

1. Nursing Staff are assigned to escort patients to the Dining Room based on appropriate ratios and patient levels.
2. A copy of the *Nursing Dietary and Aspiration Risk Tracking Form*, which lists all patients by name, their respective diet, food allergies, dietary/aspiration risk issues is brought to the Dining Room.
3. Upon reaching the food distribution area, staff will:
 - a) Identify each patient to the dietary staff using appropriate patient identification procedures.
 - b) Check the meal ticket on the patient's tray to ensure that the diet specified matches what is on the *Nursing Dietary and Aspiration Risk Tracking Form* and that meal items provided are as ordered. Any discrepancies shall be clarified prior to issuing the meal.
 - c) After the patient receives his/her meal, the assigned staff is to position themselves in the Dining Room, and circulate among tables at various intervals to monitor eating habits and safety considerations to ensure maximum visibility of patients.
 - d) Staff shall pay particular attention to patient's eating habits and safety considerations. Dietary/Aspiration high risk behaviors are noted on the *Nursing Dietary/Aspiration Risk Tracking Form*. Staff will document any additional concerns noted during meal time and communicate these to the nurse in charge and document in the patient's record.
 - e) The nurse will convey any dietary/aspiration risk concerns to the Team and ACS Provider as needed for further evaluation by the Dietician and Speech Language Pathologist, if indicated.
4. A copy of CVH's Universal Aspiration Precautions is posted in all Dining Rooms as a reminder and safeguard.
5. At the end of each meal, Nursing Staff will direct patients to a confidential recycling bin in each dining room for disposal of meal tickets.

B. On-Unit Dining

1. A staff member shall be assigned to the unit Dining Room while patients are eating to ensure visibility of patients and safety considerations.
2. The staff member assigned to distribute trays will check the meal ticket against the unit's *Nursing Dietary and Aspiration Risk Tracking Form* to ensure the correct diet and consistency are given and that food provided matches the ticket description and prescribed order.

3. If there is a question concerning the diet, the staff member distributing the tray is to ask the nurse to verify the order.
4. Staff shall pay attention to patients eating habits and safety considerations, such as food left in mouth after swallowing, frequent coughing or sputtering, taking large bites of food, eating rapidly or shoveling food into mouth. Any concerns will be noted on the *Nursing Dietary and Aspiration Risk Tracking Form*, reported to the nurse and documented in the patient's medical record.
5. Staff who are assigned to circulate in the Dining Room will check trays as returned, noting what the patient ate and that utensils are returned.
6. At the end of each meal, Nursing Staff will collect patient meal tickets and discard them in the confidential recycling bin located on each unit in the Nurses' Station.
7. Dietary/Aspiration risk concerns shall be communicated as noted in Section A4e, above.

C. Blue Hills Hospital Procedure

1. Orders for therapeutic diets, snacks or nutritional supplements are transcribed by the nurse assigned.
2. The order is transcribed onto: Medication Kardex, Treatment Kardex, and patient information board.
3. The order is entered into the computer Diet Order application by the nurse. A desktop icon is present on the unit computer as a shortcut to the application (double click to open).
 - Select Unit - There is an automatic data download that occurs daily on the first opening of the application for the day.
 - Confirm all patients are listed and confirm accuracy of diet/nourishment/allergies/aspiration risks and that instructions are accurate.
 - Delete discharged patients from list.
 - Add new patients to unit - MPI # is the identifier to enter new patients.
 - Edit to enter diets/nourishments/allergies/aspiration risks/instructions.
 - Save
4. The nurse will print out the diet order form before each meal, ensure that all unit patients are listed, and that all diets are accurate. If a discrepancy is found, the nurse will make the correction in the data base.
5. Diet orders are entered for all new admissions, diet changes, aspiration risks, and nourishments. For patient transfers, the nurse removes the name from the transferring unit. The receiving unit nurse is to enter the new patient and the diet order onto the diet order form.
6. Diet order forms are printed by the nurse on the unit and in the kitchen via a tab in the diet access database.
7. The Diet Order Application Manual is located on each unit on the computer. A desktop icon identifies this resource.

On-Unit Dining:

The staff member assigned to tray distribution is to:

1. Identify each patient by name.
2. Check the diet listed on the order and verify against the tray slip.
3. Issue the tray to the patient.
4. If there is a question concerning the diet, the staff member distributing the tray is to ask the nurse to verify the order.
5. Ensure items that should be returned to the dining room are returned to the carts as appropriate.
6. Ensure all utensils are returned.

Off-Unit Dining:

Staff assigned to dining room escort:

1. Print a Diet Order Form off the diet database for all patients scheduled to go to the dining room.
2. Verify the level of the patients scheduled to go to the dining room.
3. Review list for any risk issues.
4. Upon reaching the dining room the staff member is to:
 - Proceed to the tray distribution area.
 - Identify each patient to the dietary staff who will then provide the patient with the appropriate diet.
 - After each patient has received a meal, the assigned staff members are to position themselves throughout the dining room to ensure maximum visibility of their patients and intervene when necessary.

Nutritional Supplements/Snacks:

1. Supplements/snacks are stored on each unit..
2. Supplements/snacks will be delivered to the unit by dietary staff and labeled with: patient name, date, and time snack is to be given.
3. Each supplement is to be distributed based on the labeling instructions provided by the dietary department.
4. In the event a dietary supplement is not delivered as ordered, the charge nurse is to be notified. The nurse will then notify the dietary department. The dietary department will then deliver the supplement/snack.
5. When an order for a supplement/snack is discontinued, the nurse is to notify the dietary department of discontinuation via the diet slip.

Bagged Lunches:

1. When a patient is off grounds during meal time, a nurse will indicate the need for a bagged lunch in the Diet Order Form Application under "Location".
2. The bagged lunch must be checked to ensure that the patient received the appropriate diet before leaving the hospital.