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|  | Montana Mental Health Nursing Care Center Policy Manual | Policy Number | 703 | |
| | | Original Date | 05/16/1983 | |
| | Department: Food Services | Revised Date | 04/17/2015 | |
| | Dietary Department Communications and Relations | | | |

POLICY:

The Dietitian and Food Service Supervisor with the cooperation of all dietary personnel are responsible for the interdepartmental relations and communications.

PROCEDURE:

1. Recreation Department - Continuing consultation and evaluation of the Food Service Department's role in activities of the Recreation Department will exist between the Food Service Supervisor and the Recreation Department Supervisor.
 - A. All Activities that the Food Service Department participates in with the Recreation Department must be accompanied with a Recreation Request Form last week of month prior to event. These forms must be signed by recreation staff directing the activity. (See Dietary Manual for Recreational Request Form)
 - B. Activities such as; monthly birthday parties, holidays, special events, picnics, and Volunteer Appreciation Day are some of the activities in which the Food Service Department may provide refreshments from the approved list as requested by Recreation Department.
 - C. Out to Lunch - Food Service Department will participate in this program of residents dining out by notification to the Food Service Department of residents not attending meals on a weekly basis.
 - D. Any changes in the times, frequency, or number of activities that the Food Service Department participates in with the Recreational Department must be approved by the Recreational Supervisor.

2. Nursing Department - continuing consultation and evaluation of the Food Service Department in relation to preparation, service of therapeutic, regular, and mechanically altered foods will exist between the Food Service Supervisor, Nursing Supervisors, and the Director of Nursing Services.

Dietary Department Communications and Relations

- A. Diet transmittal - a diet transmittal form will be used to order, change, or cancel diets. This form must be signed by the Nurse on duty when transmitted to the Food Service Department. (See Dietary Manual for Diet Transmittal Form)
 - B. To differentiate critical and non-critical food items, Food Service will be offering general diets and therapeutic diets as per the guidelines of the extended menus. Any changes in these diets must be accompanied by a diet transmittal order from a Registered Nurse.
 - C. Food items considered by Nursing Service not to be in the best interest of the resident will be removed by them on an as needed basis. However, if a condition persists and appears to be chronic it must be reported to the Nursing Supervisor, so that a diet transmittal order can be completed.
 - D. The Food Service Department will provide Nursing Service with copies of the menu cycles.
3. Maintenance and Housekeeping Departments - Continuing consultation and evaluation of the physical environment of the Food Service Department will exist between the Food Service Supervisor and the Maintenance Supervisor.
 - A. All repairs and cleaning needs of the Food Service Department will be transmitted to Maintenance and Housekeeping Departments by use of the Repair Notice for Maintenance Department.
 - B. On going preventive maintenance by the Maintenance Department will be discussed by the Food Service Supervisor and the Maintenance Supervisor. Appropriate and convenient times for preventive maintenance measures will be agreed on. (See Dietary Manual for Repair Notice for Maintenance Department)
 4. Support Services - continuing consultation and evaluation of the Food Service Departments budget and all other business forms and needs will exist between the Food Service Supervisor and the Director of Support Services.
 - A. All ordering and issuing of dietary foods and supplies will be done through the Purchasing Agent and Food Service Supervisor as needed.
 - B. See Dietary Manual for issuing and ordering procedures.