

**PORTER-STARKE SERVICES, INC.  
POLICIES AND PROCEDURES  
INPATIENT CARE CENTER**

**5.14 DIETETIC SERVICES**

- A. Purpose: To provide a summary description of the Dietetic Services available to clients.
- B. Who May Perform: Dietetic Services, staff as assigned.
- C. Action—General Guidelines:
  - 1. Meals are served on the unit.
  - 2. Mealtimes are posted on the daily schedule.
  - 3. Staff may assist clients who need help with the menu.  
Staff is responsible for making sure menus are properly filled out by the client and/or assisting with proper diet choices
  - 4. Contracted Dietary staff will fill trays for special diets.
  - 5. Food will be served from warming trays.
  - 6. Mealtime should be as pleasant as possible. When the clients are eating, staff will monitor.
  - 7. Staff will observe the amount of food each client eats and document on the nurse's flow sheets and note problems in the client's chart.
  - 8. Nursing staff will complete the nutrition screening form upon admission.
  - 9. The nutrition screening form will determine if a dietary consult will be ordered if any of the following criteria are present:
    - a. Client has an unintentional weight loss of 10 lbs. or more in one month.
    - b. Client is on a special diet.
    - c. Client experienced 3 or more of the following in the past month – difficulty chewing; difficulty swallowing; nausea; vomiting; increased appetite; decreased appetite; constipation; and/or diarrhea, cancer, tube feeding, over the age of 65, and diabetes.
  - 10. Dietician will meet with the client for evaluation and make recommendations.
  - 11. Special diets require a physician's order.
  - 12. The dietician does the initial teaching for a client on a special diet; however, the registered nurse is responsible for follow-up teaching.

**PSS/INPATIENT CARE CENTER  
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13. Snacks are available for clients (if able, due to diet restriction).
15. Utensils are plastic. Unit staff is responsible to see that all eating utensils are returned to the kitchen for each tray given to the clients.

D. Action—Assessment and Treatment Planning:

1. Dietetic Services staff participates in assessment and treatment planning activities for individual clients as appropriate.
2. Documentation of participation by Dietetic Services staff in assessment and treatment planning activities is included in the individual client chart.