

FOOD AND NUTRITION SERVICES

Self-Assessment Questions	YES	NO	N/A	Date/Initials	Comments
Does your hospital have a contract with an outside food management company to provide food and nutrition services? 19 CSR 30-20.090 (14) A-0618 COP §482.28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
If yes, does the food management company: <ul style="list-style-type: none"> a. employ a dietitian who serves the hospital on a full-time, part-time, or consultant basis? b. maintain at least the minimum standards of section 482.28, RSMo and 19 CSR 30-20.090? c. provide for constant liaison with the hospital medical staff on dietetic policies affecting patient treatment? A-0618 COP §482.28 19 CSR 30-20.090 (14)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does the food and dietetic department have policies and procedures that address: <ul style="list-style-type: none"> a. availability of a diet manual and therapeutic diet menus to meet patients' nutritional needs? b. frequency of meals served? c. system for diet ordering and patient-trays delivery? d. accommodation for non-routine occurrences? (i.e., parenteral nutrition, enteral nutrition, change in diet orders, early/late trays, nutritional supplements, etc.) e. integration of the food and dietetic service into the hospital-wide QAPI and infection control programs? f. guidelines for acceptable hygiene practices of food service personnel? g. guidelines for kitchen sanitation? A-0618 COP §482.28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the director's job description position-specific with responsibility and authority clearly delineated? A-0620 COP §482.28(a)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is there documentation in the director's personnel file to demonstrate competency? A-0620 COP §482.28(a)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does the hospital have an employer or contracted individual: <ul style="list-style-type: none"> a. designated as dietary of food and nutrition services? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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b. certified by the Dietary Managers Association, or registered by the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics or have an associate degree in dietetics or food systems management?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
c. receiving documented relevant annual continuing education? A-0620 COP §482.28(a)(1) 19 CSR 30-20.090(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is the director or designee responsible for:					
a. providing direction and daily management of the food and nutrition services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
b. developing, implementing and monitoring of written policies and procedures that address the following:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- emergency food supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- safety practices for food handling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- orientation, work assignment, supervision of work and personnel performance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- menu planning, quality and quantity of foods and supplies purchased?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- retention of essential records (i.e., cost, menus, personnel, training records, QAPI reports, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- appropriate substitution on a selective menu for patients with food preferences and/or intolerances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
- process to ensure appropriate nutritional care and clinically indicated nutritional interventions are provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
c. monitoring adherence to the written planned menu?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
d. maintaining essential food specifications, purchase orders, meal counts, standardized recipes, menu plan, nutritional evaluation of menus and minutes of departmental and in-service education meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
e. participating in regularly scheduled conferences with the administration and department heads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
f. scheduling food and nutrition services meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
g. selection, training, orientation, work assignments and performance, hygiene and food handling techniques, and scheduling and supervision of the staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
h. representing the food and nutrition services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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in inter-departmental meetings? i. ensuring nutritional care is a component of the overall discharge plan? j. ensuring that policies and procedures are readily available, implemented, followed, evaluated and kept current? 19 CSR 30-20.090 (1)(B) 19 CSR 30-20.090(5)(A)-(F)(7)(11) A-0620 COP §482.28(a)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
If the director is not a qualified dietitian, is a qualified dietitian employed on a part-time basis? 19 CSR 30-20.090(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
If the services of a dietitian are part-time or consultant, are the services provided appropriate on the premises on a regularly scheduled basis? 19 CSR 30-20.090(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
If the dietitian is not full-time, are there adequate provisions for dietary consultation when the qualified dietitian is not available? A-0622 COP §482.28(a)(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does the director ensure that a qualified dietitian: <ul style="list-style-type: none"> a. submits written reports of the services provided submitted to and approved by the CEO/designee? b. provides high quality nutritional services in accordance with recognized dietary practices? c. continuing liaison with the administration, medical staff and nursing staff? d. planned written menus including regular and routine modified diets? 19 CSR 30-20.090(6) 19 CSR 30-20.090 (3)(A) and (B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Do the responsibilities of the director (if a dietitian) and/or the dietitian include: <ul style="list-style-type: none"> a. supervising the nutritional aspects of patient care? b. assuring high-quality nutritional care is provided? c. planning and approving written menus and nutritional supplement for regular and modified diets? d. performing patient, family and caretaker dietary counseling? e. performing and documenting nutritional assessments and evaluations of patients 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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tolerance to therapeutic diets when appropriate? f. collaborating with other hospital services to plan and implement care as necessary to meet the nutritional needs of the patients? g. maintaining pertinent patient data necessary to recommend, prescribe or modify therapeutic diets as needed? h. participating in committee activities concerned with nutritional care? A-0621 COP §482.28(a)(2) 19 CSR 30-20.090 (3)(4)(A-F)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Do administrative and technical personnel in dietary: a. have sufficient levels of staffing to meet the dietary needs of the patients? b. have duties and assignments consistent with their training? c. receive adequate training for the duties assigned, hygiene practices and food handling techniques? d. observe appropriate food handling techniques? A-0622 COP §482.28(a)(3) 19 CSR 30-20.090 (8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Do the personnel files of administrative and technical staff include documentation of competency? A-0622 COP §482.28(a)(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are menus: a. nutritionally balanced and meet the needs of the patients? b. posted in the hospital kitchen? c. recommended so they satisfy dietary allowance of the Food and Nutrition Board, National Research Council and/or in accordance with physician orders? A-0629 COP §482.28(b)(1) A-0631 COP §482.28(b)(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are all diets: a. ordered by the practitioner responsible for the patient's care or a qualified dietician or qualified nutrition professional as authorized by the medical staff and allowed by state law? b. evaluated for nutritional adequacy and intake?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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c. documented in the patient’s medical record including documentation about the patient’s tolerance to the therapeutic diet as ordered? A-0629 & A-0630 COP §482.28(b)(1)(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Does food service ensure that: a. patients are offered at least three meals a day and snacks as necessary? b. items and quantity served are the same as posted menus? c. patients who refuse food are offered substitutes that are of equal nutritional value? 19 CSR 30-20.090(11) A-0629 COP §482.28(b)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are screening criteria developed to identify patients at nutritional risk? 19 CSR 30-20.090(4)(B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are screens done within 24 hours of inpatient admission to identify patients at nutritional risk? 19 CSR 30-20.090 (4)(B)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Do you require nutritional assessments on patients: a. to be done within 72 hours after screens on patients at nutritional risk, including height, weight and pertinent laboratory tests? b. receiving enteral nutrition, total parenteral nutrition, peripheral parenteral nutrition? c. whose medical condition, surgical intervention, or physical status interferes with their ability to ingest, digest or absorb nutrients? d. who are diagnosed or present signs/symptom of a condition, which compromises nutrition status? (i.e., anorexia, bulimia, electrolyte imbalances, dysphasia, malabsorption, end-stage organ diseases, etc.) e. whose medical conditions can be adversely affected by their nutritional intake? (i.e., diabetes, congestive heart failure, patients taking certain medications, renal diseases, etc.) 19 CSR 30-20.090(4)(C) A-0629 COP §482.28(b)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Are patients identified as having an altered nutrition status re-evaluated as necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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A-0628 COP §482.28(b)					
Do dietary services comply with 19 CSR 20-1.025 Sanitation of Food Services Establishments? 19 CSR 30-20.090(13)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Do dietary services follow current national standards i.e., the current Recommended Dietary Allowances (RDA) or the Dietary Reference Intake (DRI) of the Food and Nutrition Board of the National Research Council? A-0629 COP §482.28(b)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Is there a current therapeutic diet manual that: a. is approved by the dietitian and medical staff? b. is readily available to all medical, nursing and food service personnel? c. is revised at least every five years? d. includes the therapeutic diets routinely ordered at the hospital? e. is in accordance with the RDA or DRI? f. is consistently used as guidance or ordering and preparing patient diets? A-0631 COP §482.28(b)(3) 19 CSR 30-30.090(10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Helpful Hints

Key Resources and Links

- [Survey and Certification Memo 14-33](#)
- [19 CSR 20-1.025](#)
- [19 CSR 30-20.090](#)
- [COP §482.28](#)
- [COP §482.29](#)