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| **Name of Policy:** | **Availability of food when department is closed** | THE UNIVERSITY OF TOLEDO MEDICAL CENTER |
| **Policy Number:** | 3364-104-308 | |
| **Department:** | Food & Nutrition | |
| **Approving Officer:** | Director, Food & Nutrition | |
| **Responsible Agent:** | Food & Nutrition Management | |
| **Scope:** | Food & Nutrition Services | **Effective Date: 6/1/2022**<br>Initial Effective Date: 8/2002 |

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| _____ New policy proposal | X Minor/technical revision of existing policy |
| _____ Major revision of existing policy | _____ Reaffirmation of existing policy |

## (A) Policy Statement

It is the policy of the hospital and department to provide meals as necessary to meet patient nutritional needs and altered meal schedules

## (B) Purpose of Policy

To designate areas where food can be obtained when Patient Food Services is closed.

## (C) Procedure

Patient food services will be provided at other than usual delivery times through the following mechanisms:

1. The patient service area is staffed from 7:00 A.M. – 7:00 PM. The Food Service Supervisor may be called at ext. 1045, between 7:00 PM – 8:00 P.M. to arrange for box meal. FNS operations close at 8pm.

2. Floor stock and frozen meals are maintained on each patient unit and includes food suitable for patient meals. Guidelines are posted in each patient unit kitchen delineating the appropriate food choices based on diet orders.

3. Boxed meals and frozen meals are stocked in the Emergency Department to facilitate off-hours patient meal service for that unit.

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| **Approved by:**<br><br>/s/ 5/4/22<br>Joshua Krupinski Date<br>Director, Food & Nutrition<br><br>*Review/Revision Completed By:*<br>*Food & Nutrition* | **Review/Revision Date:**<br>6/05<br>6/2/2008<br>7/1/2011<br>7/1/2014<br>7/1/2017<br>4/23/2019<br>5/4/2022<br><br>**Next Review Date:** 5/1/2025 |