


|  |   |
|--|---|
| <b>Name of Policy:</b> <u>Floor stock</u><br><b>Policy Number:</b> 3364-104-313<br><b>Department:</b> Food & Nutrition<br><b>Approving Officer:</b> Director, Food & Nutrition<br><b>Responsible Agent:</b> Food & Nutrition Management<br><b>Scope:</b> Food & Nutrition Services | <br><br><b>Effective Date:</b> 6/1/2022<br>Initial Effective Date: 8/2002 |
| <input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy<br><input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy                               |   |

**(A) Policy Statement**

It is the policy of the Nutrition and Food Service Department to provide specified patient care units with a standard floor stock supply level as requested.

**(B) Purpose of Policy**

To develop and maintain a mechanism to deliver safe and accurate floor stock items for patient use.

**(C) Procedure**

Food and Nutrition Services (FANS) will stock the following units/areas: 6AB, 6 Detox, 5AB/CD, 4AB/CD, 3AB/CD, 3 MICU, Recovery, Same Day Surgery, Kobacker, Senior Behavioral Health, and the Emergency Department.

The Food Service Supervisor/Manager establishes par levels in consensus with the patient care unit manager.

Items are dated, rotated, and stocked by a member of the Food and Nutrition Service Department as scheduled. Items stocked on each unit will be recorded on the Par Sheet and will be charged to the unit on a monthly basis.

Patient Floor Supplies & Nourishments Guidelines have been developed jointly by Food & Nutrition Services, Nursing Managers, Infection Control, and Housekeeping. The guidelines for patient unit kitchens stocked by FANS are:

1. Temperatures of refrigerators and freezers are manually monitored daily utilizing a paper log process. Food Service staff alerts department heads and Maintenance when units are out of safe ranges.
2. FANS staff is to rotate stock by putting new products behind existing food.
3. FANS staff is responsible for organizing floor stocks in the refrigerator, freezer, and cabinets.
4. FANS staff is to discard any out of date products or open products.
5. Patient floor stock and nourishments are NOT to be mixed with any unit staff food, beverages, or medications.
6. Products stocked are single-service packages. DO NOT return open containers to the refrigerator.
7. Patient food, brought from home, must be taken directly to the patient’s room. Refer to policy 3364-104-1005
8. Any unit missing stock may contact the FANS department by calling ext. 1045.
9. All spills are cleaned up immediately. Environmental Services will be called for any spills to large to clean with a paper towel.
10. No ice packs will be re-frozen by the use of floor stock freezer. Ice packs are single-use, disposable, product and must be disposed of after use.
11. Environmental Services will clean the refrigerator weekly. Staff using the refrigerator throughout the week should help keep it clean and organized.

