


Name of Policy: <u>Patient Menu Substitution</u> Policy Number: 3364-104-322 Department: Food & Nutrition Approving Officer: Chief Experience Officer (CXO) Responsible Agent: Director, Food & Nutrition Scope: Food & Nutrition	 Effective Date: 5/1/19 Initial Effective Date: 8/2002
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Major revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

(A) Policy Statement

The Tray line Staff and the patient will receive notification from the Production Manager, Supervisor or Clinical Dietitian/Diet Technician in the event of a menu substitution

(B) Purpose of Policy

To develop and maintain a mechanism designed to provide food and nutrition product substitutions when the special needs or unforeseen events occur.

(C) Procedure

Food and Nutrition Services will:

1. Serve food as stated on the menu unless a substitution is necessary. Make every attempt to keep substitutions to a minimum.
2. If a substitution is necessary, the Production Manager, Supervisor or Clinical Dietitian/Diet Technician will:
 - a. Substitute with a food or beverage item comparable in nutrient value. Production Manager and Supervisor should contact Dietitian or Dietetic Technician for approval.
 - b. Record substitution on the production sheets.
 - c. Notify Diet Office to amend menus as needed (food allergies, food preferences, etc.)

Approved by: <u>/s/</u> 4/23/19 Joshua Krupinski Director, Food & Nutrition <u>/s/</u> 4/23/19 Mario Toussaint Chief Experience Officer (CXO) <i>Review/Revision Completed By: Food & Nutrition</i>	Review/Revision Date: 6/05 6/2/2008 7/1/2011 7/1/2014 4/1/2017 4/23/2019 Next Review Date: 5/1/2022
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