

560 DIETETIC SERVICES

561 STAFFING

Staff supervisory responsibility for the dietetic services is assigned to a full time, qualified dietetic service supervisor or Certified Dietary Manager. A qualified supervisor is one who has:

- a. Completed an approved food service supervisor's course; or,
- b. Been certified by the Certifying Board for Dietary Managers; or,
- c. For only those facilities having more than fifty (50) beds, is enrolled in a food service supervisor course approved by the Office of Long Term Care. For purposes of these regulations, the term *a food service supervisor course approved by the Office of Long Term Care* means a course of education and training in food service or food service supervision provided by an licensed and accredited educational institution.

Certified Dietary Managers and food service supervisors shall complete fifteen (15) hours per year of continuing education courses approved by the Office of Long Term Care. For purposes of these regulations, the term *continuing education courses approved by the Office of Long Term Care* means continuing education courses offered by the Dietary Managers Association or comparable body, and approved by the Office of Long Term Care.

562 HYGIENE OF STAFF

All food service employees shall wear appropriate, light-colored clothing including hairnet and shall keep themselves and their clothing clean.

All persons working as food handlers in nursing homes shall have in their possession or on file in the home in which they are employed, a current, approved health card.

Persons having symptoms of communicable or infectious diseases or lesions shall not be allowed to work in the dietetic services. Food service employees shall not be assigned duties outside dietetic services.

563 MINIMUM DAILY FOOD REQUIREMENTS

All patients shall be served an approved, appetizing, adequate diet which conforms to the recommended dietary allowances of the Food and Nutrition Board, National Research Council or with, "Food for Fitness - a Daily Guide" leaflet #424, United States Department of Agriculture.

Facilities are permitted to serve commodity foods provided that the facility is registered as a non-profit organization and the foods were legally obtained directly from USDA sources. Commodity foods obtained from an individual may not be used. Commodity foods shall be utilized pursuant to USDA regulations. Facilities utilizing commodity foods shall maintain documentation, or be able to provide evidence, that the foods were obtained through proper channels. Failure to meet this requirement may result in a deficiency finding, and a report to federal authorities.

The daily food allowances for each patient shall include, unless contraindicated by the patient's physician:

563.1 Milk - two (2) or more eight (8) ounce portions

1. Milk and milk products shall be obtained from a source approved by the Arkansas Department of Health. They must be produced and handled in accordance with regulations set forth by the Arkansas Department of Health.
2. Milk shall be served in the original individual containers or from a dispenser approved by the Arkansas Department of Health.
3. Cartoned milk or milk products shall be stored so that the tops are not covered with ice or water.
4. Milk and cream shall be kept in tightly covered containers and refrigerated until served or used.

563.2 Meat - five (5) ounces of protein, i.e., lean meat, fish, poultry, eggs, or cheese.

1. Count as a serving: two to three ounces of lean cooked meat, poultry, or fish all without bones; two (2) eggs; two (2) oz. of cheese; one (1) cup cooked dried beans or peas; four (4) tablespoons of peanut butter.
2. Dried beans, dried peas, or peanut butter may be served once a week in place of lean meat if one-half (1/2) pint of milk is served at the same meal. If milk is refused by the resident, one (1) ounce of meat or meat substitute such as cheese or eggs shall be served in its place.
3. Meat shall be obtained from an approved source.
4. No raw eggs shall be served.

563.3 Fruits and Vegetables - four (4) or more servings.

1. Count as a serving: one-half (1/2) cup or portion as ordinarily served., such as one medium apple, banana, pear, peach or potato.
2. Include a citrus fruit or other fruit or vegetable rich in Vitamin C every day and a dark green or deep yellow vegetable for Vitamin A at least every other day.
3. No hermetically sealed low acid or non-acid food which has been processed in a place other than a commercial food processing establishment shall be used.

563.4 Breads and Cereal four (4) or more servings, whole grain, enriched or restored.

563.5 Other foods to round out meals and snacks and to satisfy individual appetites and provide additional calories.

564 FREQUENCY OF MEALS

564.1 At least three (3) meals are served daily.

564.2 There shall be at least a five (5) hour span between breakfast and the noon meal and between noon meal and supper. The meals shall be served at approximately the same hours each day.

564.3 There shall not be more than fourteen (14) hours between a substantial supper and breakfast. shall include as a minimum: two (2) ounces of a substantial protein food, a starch (or substitute) or soup, vegetable or fruit, dessert and beverage, preferably milk.

564.4 Bedtime snacks of nourishing quality shall be routinely offered to all patients whose diets do not prohibit the service of this night feeding. Milk, juices, cookies, or crackers shall be offered.

565 MEAL SERVICE

565.1 All foods shall be served at the proper temperatures and procedures established and implemented to serve the patient cold foods between (forty-five to fifty-five (45 - 55) degrees Fahrenheit, and hot foods should register one-hundred forty (140) degrees Fahrenheit on the steam table and should reach the patient at no less than one-hundred fifteen (1150) degrees Fahrenheit.

- 565.2** Table service shall be provided for all who can and will eat at the table, including wheelchair patients.
- 565.3** An over-bed table shall be provided for bed patients. Patients who are served meals in their rooms shall be provided with an over-bed table or an over-patient table of sturdy construction.
- 565.4** The public, personnel, or patients shall not be permitted to eat or drink in the kitchen, dishwashing area, or store room.
- 565.5** Only dietetic services and administrative personnel shall be allowed in the kitchen.
- 565.6** Only dietetic services personnel shall be allowed to portion out food for patients or personnel.
- 565.7** Trays shall not be set up until the meal is ready to be served. Foods shall not be at the patient's place in the dining room until the patient is at the table.
- 565.8** Nursing home residents will not be permitted to work in the dietetic services. If a patient is to be allowed to scrape trays, there must be a physician's order.
- 565.9** All food transported to patient rooms or to dining rooms which are not adjacent to the kitchen must be covered. If hot and cold carts are not used to deliver trays, carts must be completely cleaned before the next use.

566 **MENUS**

- 566.1** Menus shall be planned and written two (2) weeks in advance and posted at least one (1) week in advance. Menus for each level shall be written. Arrows, etc., are not acceptable.
- 566.2** Weekly menus shall not be repeated more often than a three (3) week cycle. Identical meals shall not be repeated more often than once every three (3) weeks.
- 566.3** Changes shall be recorded on both the regular and therapeutic diet menus.
- 566.4** Menus which have been posted in the kitchen shall not be redated and reused.

566.5 Meals served shall correspond essentially with the posted menus and shall be served in sequential order as planned and approved by the dietetic services consultant.

566.6 Records of menus as served shall be on file and maintained for thirty (30) days.

566.7 When substitutions are made they should be of the same food groups and of equal nutritional value.

567 **THERAPEUTIC DIETS**

567.1 There shall be a system of written communications between dietetic services and nursing services, i.e., diet order forms. Nursing services should send a written patient diet list monthly and diet change slips as diets are changed by the physician.

567.2 Therapeutic diets shall be served only to those patients for whom there is a physician's or dentist's written order.

567.3 Diet orders shall be reviewed by the physician every 120 (one hundred and twenty) days for intermediate and minimum care patients and every 60 (sixty) days for skilled care patients.

568.4 A current manual approved by an affiliate of the American Dietetic Association such as the Arkansas Diet Manual shall be used and a copy of the approved manual shall be available at one nurses' station and in the dietetic services.

567.5 In the event that the calorie controlled menu patterns in use in the facility are other than those in the approved manual, the calculations and the patterns shall be in the policy and procedure manual on file in the dietary services and posted in the kitchen.

567.6 A copy of diets as ordered by the physicians shall be posted in the kitchen and shall correspond to the diet as ordered on the medical chart and shall be kept current. Patient diet lists shall include the patient's name, room number, diet, and shall be signed by licensed personnel.

567.7 Therapeutic diets that vary in the time specified for regular meals shall be provided for the patients as ordered by the physician.

567.8 There shall be a system of patient identification for each tray served which includes the following information:

1. Resident's Name.

2. Resident's Diet.
3. Resident's Room Number.
4. Resident's Beverage Preference
5. Any allergies the resident may have to certain foods
6. Any major dislikes, for which there should be a substitution provided.

567.9 The hour of sleep feedings for the calorie controlled diets shall be recorded in nurses' notes as served and should include patient acceptance.

568 PREPARATION AND STORAGE OF FOOD

568.1 An adequately-sized storage room shall be provided with adequate shelving. Seamless containers with tight-fitting lids, clearly labeled, shall be provided for bulk storage of dry foods. (It is recommended that these containers be placed on dollies for easy moving.) The storage room shall be of such construction as to prevent the invasion of rodents and insects, the seepage of dust or water leakage, or any other contamination. The room shall be clean, orderly, well ventilated and without condensation of moisture on the walls. Food in any form shall not be stored on the floor. If the bottom shelf is open it shall be of sufficient height to clean underneath.

568.2 All food prepared in the nursing home shall be clean, wholesome, free from spoilage and so prepared as to be safe for human consumption. All food stored in the refrigerators shall be stored in covered containers. Leftover foods shall be labeled and dated with the date of preparation. Foods stored in freezers shall be wrapped in air tight packages, labeled and dated.

568.3 Fresh fruits and vegetables shall be thoroughly washed in clean, safe water before use. Vegetables subject to dehydration during storage shall be wrapped or bagged in plastic.

568.4 All readily perishable foods, including eggs or fluids, shall be stored at or below 45 (forty-five) degrees Fahrenheit. A reliable and visible thermometer shall be kept in the refrigerator.

568.5 All frozen foods shall be stored at zero (0) degrees Fahrenheit or lower. A reliable and visible thermometer shall be kept in the freezer. Frozen foods which have been thawed shall not be refrozen.

568.6 Potentially hazardous frozen foods shall be thawed at refrigerator temperatures of 45 (forty-five) degrees Fahrenheit or below.

- 568.7** Eggs shall be stored below all other foods. Fresh whole eggs shall not be cracked more than two (2) hours before use.
- 568.8** All toxic compounds shall be used with extreme caution and shall be stored in an area separate from food preparation, storage and service areas.
- 568.9** Work areas and equipment shall be adequate for the efficient preparation and service of foods.
- 568.10** Supplies of perishable foods for a one day period and of nonperishable foods for a three (3) day period shall be on the premises at all times to meet the requirements of the planned menus. If the facility consistently does not have the required one (1) day perishable and three (3) day nonperishable foods, the OLTC will require that the facility alter their food delivery schedule to meet regulations.
- 569.11** Food served in any nursing home must have been prepared on the premises or in an establishment approved by and meets regulations of Arkansas Department of Health.
- 569.12** The use of tobacco in any form is prohibited where food or drink is prepared, stored, cooked, or where dishes or pots and pans are washed or stored.
- 569.13** Foods shall be cut, chopped, ground, or pureed to meet the individual needs of the patient.
- 569.14** If a patient refuses foods served, substitutes of similar nutritive value shall be offered.

569 **SANITARY CONDITIONS**

- 569.1** Food shall be procured from sources approved or considered satisfactory by Federal, State and Local authorities.
- 569.2** Floors shall be cleaned after each meal.
- 569.3** Dishes, silverware, and glasses shall be free of breaks, tarnish, stain, cracks and chips. There shall be an ample supply to serve all patients. Patients will be furnished knives, forks, and spoons unless there is documentation to indicate the patient is incapable of using these implements.
- 569.4** Vessels used in preparing, serving or storing food shall be made of seamless metal or a nonabsorbent material which can be easily cleaned and shall be used for no other purpose. Enamelware shall not be used.

- 569.5** Rags from patient bedding or clothing or bath shall not be used in dietetic services for any purpose.
- 569.6** Dishes, knives, forks, spoons, and other utensils used in the preparation and serving of foods must be stored in such a manner as to be protected from rodents, flies or other insects, dust, dirt, or other contamination. Silverware shall be stored in a clean container that can be thoroughly washed and sanitized.
- 569.7** Paper or loose covering shall not be used on shelves, cabinets, cabinet drawers, refrigerators or stoves. Storage cabinets shall be kept clean. Cardboard boxes shall not be saved and used for the storage of food or articles which were not packed in that original box.
- 569.8** Dishes, trays, silverware, glasses and food preparation dishes shall be cleaned, washed, and sanitized by only the following methods:

569.8.1 **Manual Dishwashing**

Facilities may wash and sanitize such items in a three-compartment sink. Items shall be first thoroughly cleaned and washed in warm water, (one-hundred to one-hundred-twenty) 100 to 120 degrees Fahrenheit, containing an adequate amount of an effective soap or detergent to remove grease and solids. The wash water shall be changed often enough to keep it reasonably clean. Next they shall be rinsed in clean water which is heated to a temperature of at least 140 (one-hundred-and-forty) degrees Fahrenheit. Next they shall be completely submerged for at least two (2) minutes in clean hot water at a temperature of at least 180 (one-hundred-and-eighty) degrees Fahrenheit. A visible and reliable thermometer shall be conveniently available for testing the water temperature. Pots or pans which are used for preparing food which will be cooked need not be sanitized. All other utensils used in the preparing or serving of food shall be sanitized prior to use.

Dishes, trays, and glasses shall be allowed to air dry before storage; drying cloths shall not be used.

569.8.2 **Mechanical Dishwashing Machine**

Facilities may wash and sanitize such items in a mechanical spray type dishwashing machine as approved by the OLTC.

570.9 All kitchen garbage, cans, trash and other waste materials shall be stored in water-tight containers provided with close-fitting lids. The kitchen garbage container shall be emptied and thoroughly washed after each meal and treated with a disinfectant if necessary.

569.10 All equipment and utensils shall be so constructed as to be cleaned easily and shall be kept clean at all times.

569.11 All mops, brushes, dustpans, and other housecleaning equipment shall be stored in a janitor's closet when not in use.

569.12 Meat and other foods shall not be placed in direct contact with ice.

569.13 Only ice of assured bacterial safety shall be permitted for use in drinks, or for the cooling of drinks by direct contact. A scoop shall be used for handling ice. Ice used to chill bottled drinks, salads or in any food preparation shall not be used for drinking purposes. Portable ice chests which can be sanitized shall be cleaned daily, and the ice machine shall be cleaned at least weekly.

569.14 Hand-washing facilities shall be equipped with blade-action controls and hot and cold water. Soap and towel dispensers and a step-on trash can shall be located conveniently to the lavatory. The kitchen lavatory shall be equipped with a goose-necked spout.

569.15 If table covers are used in the dining room they shall be of a fabric which can be laundered. They shall be kept clean and changed at least daily.

570 **DIETETIC SERVICES STAFFING**

570.1 Staffing shall be correlated to the size of the facility and the total patient meals served.

Facilities with fifty-nine (59) bed or less shall be staffed at ten (10) minutes for each meal served.

Facilities with sixty (60) to eighty (80) beds shall be staffed at eight.five (8.5) minutes for each meal served.

Facilities with eighty-one (81) to one-hundred twenty (120) beds shall be staffed at six (6) minutes for each meal served.

Facilities with one-hundred twenty-one (121) beds or more shall be staffed at five.five (5.5) minutes for each meal served.

570.2 Method for determining dietary staffing:

Number (#) for minutes per meal times (x) three equals (=) number of minutes per day, number of minutes per day time number of patients divided by 60 equals number of hours required per day.

- 570.3** Food Service Supervisors or Certified Dietary Managers in homes of fifty (50) beds or less may be assigned to duties in the department, such as cooking, no more than fifty-percent (50%) of their total work hours, but must be allowed adequate time for supervisory tasks. In homes of more than fifty (50) beds the Food Service Supervisor, Certified Dietary Manager, or an individual enrolled in a food service supervisor course approved by the Office of Long Term Care may be assigned to duties such as cooking, no more than twenty-five-percent (25%) of their total work hours, but must be allowed adequate time from these assignments for supervisory tasks.
- 570.4** The number of employees will be rounded off to the nearest whole number.
- 570.5** If deficiencies are found that directly relate to shortage of personnel, additional personnel will be required.