



HEALTH HOLDING

HAFER ALBATIN HEALTH
CLUSTER
MATERNITY AND
CHILDREN HOSPITAL

Department:	Dietary Services (DT)		
Document:	Internal Policy and Procedure		
Title:	Daily Protocol		
Applies To:	All Dietary Services Staff		
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1. PURPOSE:

- 1.1 The Protocol sets guidelines for the performance of specific tasks.

2. DEFINITONS:

- 2.1 Protocol – is a generic term that can identify many aspects of the work and that everything from behavior and clothing to carrying out tasks must be carried out within the framework of the protocol established by the establishment.

3. POLICY:

- 3.1 To encourage all employees of the enterprise to act in a uniform manner. The work of the protocol helps to ensure that all employees understand each role in the organization, the tasks and challenges they face, and how to implement them as quickly and accurately as possible.
- 3.2 To ensure the provision of food and educational services within the health requirements

4. PROCEDURE:

- 4.1 The daily work protocol of the Nutrition Department: (See appendix 7.1)
- 4.2 The Department of Nutrition follows the policy of distributing the work to the department's employees based on ministerial circulars as well as the work procedures and according to the available specialties, based on the job description, specifying the tasks and responsibilities and obliging the employees to make the written undertaking.
 - 4.2.1 The nutrition specialist with the presence of the Site Manager shall perform the following functions:
 - 4.2.1.1 General supervision of the conduct of the contractor's employment in terms of attendance, departure, commitment to uniforms and conditions and how their work is carried out within the department
 - 4.2.1.2 Supervise the cleanliness of the section and ensure the use of effective cleaning materials kitchen, cafeteria, hallways and other accessories section).
 - 4.2.1.3 Receipt of foodstuffs that are secured by the nutrition contractor and ensure their quality and safety and conformity with the terms and conditions of the contract and ensure the validity date and ensure their safety and compliance with the contract.
 - 4.2.1.4 Monitoring and inspecting the warehouse area as well as refrigerators (cooling and freezing), ensuring their cleanliness and monitoring the method of storage.
 - 4.2.1.5 General supervision of all equipment, tools and tools in the department and ensure their validity always, and maintenance constantly by the contractor.
 - 4.2.1.6 Implement regulations, regulations and instructions related to food services (records, irregularities, etc.)
 - 4.2.1.7 Prepare daily and monthly reports on the progress of the contractor's performance.

- 4.2.1.8 Receive the fresh meat supplied to the site daily and ensure its safety and compliance with the terms of the contract and ensure that the seal of the slaughterhouse.
- 4.2.1.9 Receiving chicken and fish that are frozen or refrigerated and shall be validated and conformed to the terms of the contract.
- 4.2.1.10 Follow-up the preparation of meals of various types of good preparation and quality of taste.
- 4.2.1.11 Follow up the disbursement of meals to the beneficiaries according to the type of meal specified in the list of food and described by the treating physician and then exchange meals in the dining hall and make sure that the arrival of the beneficiaries and also take their views and suggestions during meals.
- 4.2.1.12 Keep track of the cleanliness of the site whether in terms of employment as personal cleanliness or cleanliness of the site such as floors, walls, equipment and tools.
- 4.2.1.13 Follow the behavior of the workers and maintain public morals at the site.
- 4.2.1.14 Prepare a weekly food list in which the types of vegetables and fruits are changed according to what is available in the market and depending on the season.
- 4.2.1.15 It shall monitor the violations of the contractor, whether in respect of employment, foodstuffs, meals or the site, and a record of the violations shall be deducted from the contractor's dues.
- 4.2.1.16 Prepare a daily technical evaluation of the contractor's performance according to a model prepared by the Ministry and at the end of the month to be deducted from the contractor's entitlements. This evaluation shall be comprehensive for all aspects of the site's activity.
- 4.2.1.17 Supervision of patients' meals.

4.2.2 Nutrition of the Ministry with the specialist and technical nutrition of the company do the following tasks:

- 4.2.2.1 Supervise the preparation and processing of meals of patients and other beneficiaries from the receipt of raw materials from the warehouse until arrival to the concerned with coordination with the responsible supervisor of nursing.
- 4.2.2.2 Supervise the registration lists for meals and follow-up preparation of meals.
- 4.2.2.3 Supervising the work of preparing special forms to follow the work progress, records and violations of the contractor, whether in relation to employment, food or location.
- 4.2.2.4 Supervising each morning to receive and sort the foodstuffs allocated for the consumption of the day and the vegetables and fruits are sorted and excluded from them.
- 4.2.2.5 Conduct a questionnaire on the service provided to its beneficiaries and record any observations on the food services provided by patients or beneficiaries.
- 4.2.2.6 Send all papers related to the extract to the accountant after the end of the Gregorian month so that the accountant can prepare the final extract for the contractor.

4.2.3 Chef:

- 4.2.3.1 Prepare, prepare and cook breakfast, lunch and dinner of vegetables, meat, chicken and fish in good and excellent ways, making the meal acceptable and tasty to patients, depending on the type of meal or diet allocated in the hospital and distributed on the distribution lane.

4.2.4 Chef's Assistant:

- 4.2.4.1 To assist the chef in the preparation, processing and cooking of breakfasts, food and dinner of vegetables, meat, chicken and fish in good and excellent ways, which makes the meal acceptable and tasty to patients, depending on the type of meal or diet allocated within the hospital and distributed on the lynx.

4.2.5 Salad Maker:

- 4.2.5.1 Distribution of power according to the type of authority specified for each patient's meals
- 4.2.6 Pastry Chef:
 - 4.2.6.1 Make hot and cold desserts with baked goods according to the agreed schedule.
- 4.2.7 Chef diets:
 - 4.2.3.1 Prepare, prepare and cook a meal of vegetables, meat, chicken and fish in good and excellent ways, making the meal acceptable and tasty for the patients with special diets according to the diet assigned to him in the hospital.
- 4.2.8 Butcher:
 - 4.2.8.1 Cut and prepare meat for the chef and remove grease from them and bones according to the type of meal to be suitable for cooking.
- 4.2.9 Food Server:
 - 4.2.9.1 They deliver meals to patients and return them to the site, ensuring that the meal is matched with the special nutrition card for each patient.
- 4.2.10 Cleaner:
 - 4.2.10.1 Perform all the tasks assigned to him cleaning work, whether pots and tools or clean the units of the site of land and walls and others.

5. MATERIALS AND EQUIPMENT:

- 5.1 N/A

6. RESPONSIBILITIES:

- 6.1 Dietary Service Staff

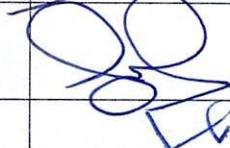
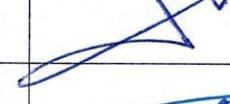
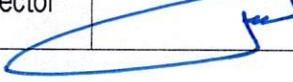
7. APPENDICES:

- 7.1 The daily work protocol of the Nutrition Department

8. REFERENCES:

- 8.1 Medical Nutrition Therapy Book
- 8.2 Diet Manual 4th edition Oct 1994
- 8.3 Kingdom of Saudi Arabia, General Directorate of Health Affairs (Al – JOUF), Maternity & Children's Hospital [JF - MCH], 1434.

9. APPROVALS:

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Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		January 13, 2025
Reviewed by:	Dr. Tamer Mohamed Naguib	Medical Director		January 13, 2025
Approved by:	Mr. Fahad Hazam Al Shammari	Hospital Director		January 20, 2025

APPENDIX: 7.1

<ol style="list-style-type: none">1. Receiving fresh materials.2. Receiving dry materials.3. Sort the received materials.4. Save materials by category.5. Follow the validity date.6. Monitoring the conservation temperature.
<ol style="list-style-type: none">1. Supervision of the processing of raw materials.2. Supervision of cooking.3. Supervise the distribution of the meal.
<ol style="list-style-type: none">1. Follow up clean kitchen and cafeteria.2. Follow up cleaning of warehouses.3. Follow up cleaning utensils and appliances.4. Follow up of the cleanliness of employment.5. Follow up maintenance of equipment and the validity of tools.
<ol style="list-style-type: none">1. Follow up numbers of beneficiaries of subsistence.2. Working monthly reports.
<ol style="list-style-type: none">1. Participate with the medical staff in determining the needs of patients.2. Follow up preparation of the meal for the patient.3. Follow up the distribution of patients' meals in the departments and ensure that they reach the patient in a healthy and healthy manner.4. Daily traffic to patients and take their observations.