



Department:	Dietary Services (DT)		
Document:	Internal Policy and Procedure		
Title:	Departmental CME program for Dietary staff		
Applies To:	All Dietary Services Staff		
Preparation Date:	January 06, 2025	Index No:	DT-IPP-006
Approval Date:	January 20, 2025	Version :	2
Effective Date:	February 20, 2025	Replacement No.:	DT-IPP-006(1)
Review Date:	February 20, 2028	No. of Pages:	02

1. PURPOSE:

- 1.1 Continuous education of the Dietary Staff on the basic skills of dietary.
- 1.2 Promotion of nutritional care un every patient admitted in the hospital

2. DEFINITONS:

- 2.1 The program will cover all dietary staff of the hospital.

3. CURRICULUM OF PROGRAM:

- 3.1 Dietary Service Policy and Procedure
- 3.2 Food Service Policy
- 3.3 First In First Out (FIFO).
- 3.4 Proper Food Storage.
- 3.5 Basic skills to be taught.
 - 3.5.1 Nutritional assessment
 - 3.5.2 Nutritional Care Plan.
 - 3.5.3 Encoding of Diet Orders.
 - 3.5.4 Guidelines for documentation in progress notes.
 - 3.5.5 Food and Drug Interaction.
 - 3.5.6 Sanitation in Kitchen.
 - 3.5.7 Handling.
 - 3.5.8 Storage.
 - 3.5.9 Proper food preparation.
 - 3.5.10 Distribution.

4. POLICY:

- 4.1 Assigning some supervisory tasks among specialists within the department and distributing tasks among them.
- 4.2 Advice, solutions and innovation according to the followed nutritional guide.

5. PROCEDURE:

- 5.1 Appointing a team of supervisors to follow up and develop the quality of service within the department
- 5.2 Educational lectures are conducting by internal and external resources to improve the knowledge and awareness of employees working in dietary services.

6. MATERIALS AND EQUIPMENT:

- 6.1 Lecture Program

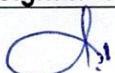
7. APPENDICES:

7.1 N/A

8. REFERENCES:

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

9. APPROVALS:

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