



Department:	Dietary Services (DT)		
Document:	Internal Policy and Procedure		
Title:	Dietary Services Monthly Report		
Applies To:	Dietary Services Director		
Preparation Date:	January 06, 2025	Index No:	DT-IPP-018
Approval Date:	January 20, 2025	Version :	2
Effective Date:	February 20, 2025	Replacement No.:	DT-IPP-018(1)
Review Date:	February 20, 2028	No. of Pages:	02

1. PURPOSE:

- 1.1 To ensure that a monthly record of activities are within the Clinical Dietary Services.

2. DEFINITONS:

- 2.1 Dietary Services Monthly Report – it is the census reports form every end of the month.

3. POLICY:

- 3.1 The monthly report will be completed by the fifth (5th) of the Hijrah month and Dieticians will maintain number of patients on tube feedings daily; number of outpatient nutrition appointments shall be determined from the Ambulatory Care Services Outpatient Encounters by Attending Providers final Report and Dietician covering will prepare a separate report, which will be included but separate from the Monthly Report For the Main Hospital (General).

4. PROCEDURE:

- 4.1 Clinical Dietician should complete “Dietician’s Daily Statistics Report” on a daily basis.
- 4.2 Report any additional projects, meetings, or activities to Dietician’s Monthly Report
- 4.3 At the end of each Hijrah month, Dietitian should tally all diet assessments (DA), diet instructions (DI), follow-up notes (DPN), nutrition screens (SCR), medical rounds, and number of patients tube feeding days for that month and submit to the Chief Clinical Dietician.
- 4.4 Chief Clinical Dietician/ Department Secretary will total all information reported by each dietitian, including Maternity and Children Hospital, Hafer Al Batin report
- 4.5 The department will complete the “Dietary Services Monthly Report” sheet and the “Dietary Monthly Statistics” sheet, listing all projects, meetings, training and additional achievements
- 4.6 Record data regarding staffing from “Manpower Status Report”.
- 4.7 Chief Clinical Dietician will submit reports from Maternity and Children Hospital, Hafer Al Batin and General Main Hospital to department secretary for typing.
- 4.8 Signed by Chief Clinical Dietician and submit copy to Organization and Management. Department’s copy of Monthly Report will be filed in Monthly Report binder.

5. MATERIALS AND EQUIPMENT:

5.1 Forms and Records:

- 5.1.1 Dietician’s Monthly Report Form

6. RESPONSIBILITIES:

- 6.1 Dietary Service Director

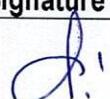
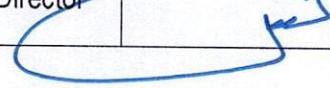
7. APPENDICES:

N/A

8. REFERENCES:

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

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Ms. Abrar Abdullah Al Bahr	Dietician		January 06, 2025
Reviewed by:	Ms. Dalal Khalifah AlShammari	Head of Dietary Services		January 13, 2025
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