

DIET CHANGE FORM

Portage District General Hospital

Date : _____ **Meal:** **BREAKFAST** (before **0600**) **LUNCH** (before **1015**) **SUPPER** (before **1415**)

Missed cut-off times: Diet change forms must be completed **BEFORE** the above listed times. Diet changes made **AFTER** cut-off times, will be effective at the **NEXT** meal.

Ward/Unit : Rehab Unit Surgical / Obstetrics Medical / Pediatrics ICU ER / Observation SDS Chemo

Room #	Client Name (First & Last)	Diet Change / Details	Snack Information PM / HS	Admission	Discharge	Transfer	Room # / Ward Transferred To <small>(Write Room #)</small>	Diet Change Transcriber/ Authorized Prescriber : <small>(Initials)</small>	N&FS Staff Diet Desk: <small>(Initials)</small>
				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		/	
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DIET CHANGES FORM SUBMISSION INSTRUCTIONS:

- This diet change form is used to communicate diet changes, room transfers, discharges to Nutrition & Food Services (NFS).
- For new admissions, complete the CLI.4110.PL.029.FORM.07 New Patient Admission Diet Information - Nutrition Care Plan - Regional Centres.
- Prescribers and the following health care professionals (Registered Dietitians, Speech Language Pathologists (SLP), Licensed Practical Nurse (LPN), Registered Nurse (RN) and Registered Psychiatric Nurse (RPN)) are authorized to write diet orders/diet changes. Ward/Unit Clerks are authorized to transcribe the diet order onto the diet change form on behalf of the prescribers as ordered. Any changes made to the diet information throughout the length of stay, will be submitted in writing.
- The transcriber must write their initials and the initials of the authorized prescriber for each patient entry to identify who ordered the change.

LATE TRAY REQUESTS i.e. late admissions:

- Unit staff are responsible for pick-up from the kitchen for any late tray requests that come during/after tray line service.
- Late admissions - Tray requests made after start of tray line service must be left on NFS telephone voice mail. Leave details - patient name, diet, room number.

TRANSFERS:

- Ensure both the current room AND new transfer room are both indicated.

SUBMISSION OF DIET CHANGE FORM:

- FAX to: 204-857-3293 NFS Department prior to cut-off times