



<p>Team Name: Regional Nutrition & Food Services Team</p> <p>Team Lead: Regional Manager Nutrition & Food Services</p> <p>Approved by: VP - Corporate Services</p>	<p>Reference Number: ORG.1912.PL.012</p> <p>Program Area: Support Services</p> <p>Policy Section: Nutrition and Food Services</p>
<p>Issue Date: February 6, 2018</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Wardstock – Food, Beverage and Supplies</p>

POLICY SUBJECT:

Wardstock – food, beverage and supplies.

PURPOSE:

To ensure wardstock items for food, beverage and supplies are streamlined for consistent service delivery across the region. To ensure all patients and residents have access to food, beverages, and supplies in between normal meal/nourishment service as defined below.

BOARD POLICY REFERENCE:

Executive Limitation (EL-2) Treatment of Clients
 Executive Limitation (EL-3) Treatment of Staff

DEFINITIONS:

Nursing Unit: A location in the facility that may also be referred to as a ward, resident or patient care area.
 Wardstock: Food, beverage and supplies stocked on the nursing unit.
 Par Level: The minimum quantity of an item to be stocked on the nursing unit.
 Potentially Hazardous Foods: Foods that require special care due to the rapid and progressive growth of micro-organisms. Potentially hazardous foods are high in protein, moist and slightly acidic.
 Outpatient Units: Emergency Room (ER), Chemo, Dialysis, Observation, Ambulatory Care Unit (ACU) /Post-Anesthetic Care Unit (PACU), Same Day Surgery (SDS)

POLICY:

Nutrition and Food Services (NFS) will provide wardstock items to nursing units to ensure patients /residents have access to food, beverages and supplies in between normal meal/nourishment service (such as during medical administration, when admitted after hours, are very hungry, blood sugars are low, etc.). Wardstock is to be used specifically for times when items may be needed after hours or it's too late to order food, beverage, and supplies from the kitchen. The intention of ward stock supply is to provide patients/residents with a small offer of beverage/food to alleviate hunger until normal meal service delivery occurs again.

Wardstock items are to be used for patients/residents only.

Wardstock approved for nursing units is as per Approved Regional Wardstock Supply List ORG.1912.PL.012.SD.01. Not all units require all supplies that are available on this list.

Unit specific wardstock lists and par levels are established by the NFS Manager and/or designate, based on Approved Regional Wardstock List ORG.1912.PL.012.SD.01. Par levels are set based on factors such as frequency of item use, frequency of staff restocking, food safety, nutrition needs, potential for food waste, cost of food item and patient/bed counts.

Changes to unit –specific wardstock lists and par levels are made by NFS Manager and/or designate in consultation with the Client Services Manager (CSM) or designate, Registered Dietitian (RD), as well as other health care providers as appropriate to the unit.

For food and beverages that are not listed on the Approved Regional Wardstock List ORG.1912.PL.012.SD.01, and are therapeutically needed for patients/residents, send a written requisition to NFS.

Wardstock items will be limited in outpatient units.

All food prepared and provided by NFS, and stored in nursing units will comply with current government food safety regulations in accordance with the Public Health Act and Food Safety Code of Practice.

PROCEDURE:

1. NFS Manager and /or designate establish unit –specific wardstock lists and par levels from supplies on Approved Regional Wardstock List, ORG1912.PL.012.SD.01. in consultation with the CSM or designate, RD and other health care providers as appropriate to the unit.
2. NFS routinely replenishes wardstock items based on site and/or unit specific frequency.
3. NFS labels and dates potentially hazardous food items that they stock as per ORG.1912.PL.002 and ORG.1912.PL.003.
4. Unit staff label and date any potentially hazardous food items as applicable as per ORG.1912.PL.002 and ORG.1912.PL.003.
5. Requests for changes to unit wardstock list and /or par level are forwarded to the CSM or designate.
6. CSM or designate considers/investigates request and if deemed appropriate, forwards request and rationale to applicable NFS Manager and/or designate.
7. NFS Manager and/or designate reviews request and, if required, consults with RD and other health care providers.
8. NFS Manager and/or designate either approves or denies the request. If the request is approved, the NFS manager and/or designate communicates the decision to the CSM or designate and updates any associated NFS Documentation and/or work routines. If the request is denied, the decision and rationale is communicated to the CSM or designate.
9. NFS manager and/or designate will use tracking system to monitor usage and cost of wardstock items on a monthly basis using the Wardstock Monthly Tracking Tool on the NFS Collaborative Worksite (CWS).

SUPPORTING DOCUMENTS:

[ORG.1912.PL.012.SD.01 Approved Regional Wardstock list](#)

ORG.1912.PL.002 Storage of Food, Dry Goods and Chemical Supplies

ORG.1912.PL.003 Food Handling and Preparation

REFERENCES:

Wardstock Monthly Tracking Tool

Food Safety Code of Practice for Canada's Food Industry – Canadian Restaurant and Food Service Association, 2009 Edition.