

SSH – Food Services

# Meditech DOE Improvement Project Plan

Sept 2015-Dec 2015

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## Stakeholders

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- Food services management
- Diet office staff
- Clinical Pdts
- Nursing & Unit Clerks

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## Goal

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- To educate nursing & unit staff on diet order entry to ensure patient diet orders are entered and correct.
- To educate diet technicians to enter and/or correct diet orders when needed.

Task description	Task Responsible By	Timeline
(1) Determine current diet order entry resource materials available from HitsNS	Cristy Nippard	Sept 21, 2015
(2) Determine list of common scenarios when diet orders are entered incorrectly or missing.	Cristy Nippard	Sept 25, 2015
(3) Develop a policy for diet techs on diet order entry/changes.	Cristy Nippard/Morgan McCarthy	October 13 <sup>th</sup> , 2015
(4) Train Diet Techs on diet order entry/changes.	Morgan McCarthy	October 30 <sup>th</sup> , 2015
(5) Create a cheat sheet document on how to enter diets for common diet scenarios.	Cristy Nippard/Brianne Barteaux (Intern)	October 30 <sup>th</sup> , 2015
(6) Create a cheat sheet document of diets & descriptions available to order	Cristy Nippard/Brianne Barteaux	
(7) Train nursing staff on diet order entry...		

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**Statement of Work**

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- Task 1 completed
- E-mail sent to diet office staff and FSS for task #2, Sept 21<sup>st</sup>
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