Nutritional risk screening and therapeutic diets

Standard operating procedure (SOP) | CLN-SOP-003

Document type	Standard operating procedure (SOP)
Title	Nutritional risk screening and therapeutic diets
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Version and status	1.0 | Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
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Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 1 (Assessment, Care Planning and Safety), criterion 1.5
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

At a glance: what to do

1. Every patient is screened for nutritional risk on admission.
2. Therapeutic diets are identified on the order and delivered as written.
3. Food is handled under basic food safety rules.
4. A patient at risk has a nutrition plan.

Stop and get help straight away if: a patient at nutritional risk has no screen, or receives a diet different from the order.

1. Purpose

To treat nutrition as part of clinical care (1.5).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of {{facility.legal_name}}
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions and abbreviations

Term	Meaning in this SOP
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background and rationale

To treat nutrition as part of clinical care (1.5).

5. Responsibilities

Role	Duties in this SOP	Competence needed
Ward nurse	Screens and records the risk	Nurse
Dietitian or catering lead	Sets the therapeutic diets and checks delivery	Dietitian

6. Equipment, materials and resources

Item	Specification or standard	Check before use
Records and forms named in this document	Current version	Checked before use

7. Safety and infection prevention

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Follow the steps in order. Where a step says "If", take the action for the case that applies. Do not skip a step. If a step cannot be done, use section 11 and section 12.

Step	Action	How to do it	Key point
1	Screen.	• Screen each patient for nutritional risk on admission (CLN-FRM-005) and at the set interval.	Every patient is screened.
2	Diet.	• Check the therapeutic diet on the order and the tray or menu. • Record any difference and stop it before the meal.	Right diet, right patient.
3	Food safety.	• Check food temperatures and hygiene at each delivery and record it.	Basic food safety, every day.

Decision points

- No decision points in this procedure.

10. Special situations

Situation	What to do
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

11. Problems and escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

12. Monitoring and compliance

What is checked	Target	How often	Who	If the target is missed
Patients screened on admission	100%	Monthly	Ward manager	Escalate to clinical director
Therapeutic diets delivered as ordered	100%	Monthly	Dietitian	Escalate to clinical director

13. Records

Record	Where it is kept	Kept for
Record named in this document	Patient record or the area file	{{facility.records_retention_years}} years

14. Training and competence

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

15. Related documents

ID	Title	Relationship
CLN-FRM-005	Nutrition risk screen record	Screen

16. Evidence

ID	Source and status
E-009	Screening tool to follow national guidance. Based on the ESPEN geriatric nutrition guideline (2019).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus. Items marked EC are reviewed by the Committee each year.

17. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval