Standard operating procedure (SOP) · NUT-SOP-002 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 40.4

At a glance

- Diet texture and fluid consistency are set only from a documented swallowing assessment (NUT-FRM-002).
- The order matches the assessment result.
- The texture is reviewed when swallowing changes.
- Any change is recorded with the reason.
- Stop and get help straight away if: a diet texture or fluid consistency is ordered with no swallowing assessment.

1. Purpose

To make sure food and fluids can be swallowed safely (40.4).

2. Scope

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

3. Definitions

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

4. Background

A patient with swallowing difficulty who is given the wrong texture can choke or breathe food into the lungs. The diet must be matched to a documented swallowing assessment.

5. Responsibilities

Role	Responsibility	Competence
Speech and language therapist or dietitian	Carries out the swallowing assessment and sets the texture	Lead dietitian
Nurse	Gives the texture ordered and reports change	Speech and language therapist or dietitian

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- 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

Step 1. Assess.

- Carry out the swallowing assessment and record it (NUT-FRM-002).

Key point: Assessed.

Step 2. Order.

- Set the texture and fluid consistency to match the result.

Key point: Ordered.

Step 3. Review.

- Review the texture when swallowing changes and record the change.

Key point: Reviewed.

10. Decision points

- No decision points in this procedure.

11. Special situations

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

12. Escalation

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

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Texture orders matching a swallowing assessment	100%	Monthly	Lead dietitian	Escalate to the clinical director

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

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

16. Related documents

ID	Title	Use
NUT-FRM-002	Swallowing assessment and texture record	Record

17. Evidence

Reference	Note
E-009	Based on the ESPEN guideline on clinical nutrition and hydration (2019), the WHO Five Keys to Safer Food (2006), and the ASF Hospital and Long-Term Care standards for nutrition care.
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

No e-learning course is linked to this document yet.

Planned course: No e-learning course is linked to this criterion yet. A course is planned to cover it.

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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