

**SECTION - SUPPORTIVE SERVICES  
ADMINISTRATIVE DIRECTIVE NO. 632  
(Replaces A.D. No. 632 dated 5/11/06)**

Effective Date: April 17, 2007

**SUBJECT: ANCILLARY DIETETIC ACTIVITIES**

**I. PURPOSE**

It is recognized that many therapeutic activities planned for Individuals involve the procurement, storage, preparing, and serving of food. The purpose of this policy is to assure that these foods are procured, prepared, stored and served in a sanitary and safe manner.

**II. AUTHORITY**

California Code of Regulations, Title 22, Section 71243.

**III. POLICY**

A. It is the policy of Coalinga State Hospital to:

1. Protect the general health of individuals by minimizing the risk of food borne illness by safely handling potentially hazardous foods, i.e., foods capable of supporting rapid and progressive growth of microorganism that may cause food infections or food intoxications.
2. Ensure that staff has sufficient knowledge of safe food handling techniques and provide adequate supervision for ancillary dietetic activities.
3. Standardize methods used for procuring, receiving, preparing, storing, and serving of food for individual consumption.

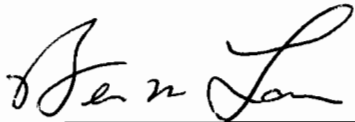
**IV. METHOD**

A. Requisites of Ancillary Dietetic Activities:

1. All social and therapeutic activities involving food, i.e., cooking classes or other approved Individuals' functions shall be conducted under the direct supervision of an employee that has been trained through the Safe Food Handling class.
2. A Registered Dietitian will conduct the Safe Food Handling class as requested.

B. Admitting Food Obtained Outside the Hospital:

1. Only trained Licensed of Care (LOC) staff or volunteers shall be authorized to bring food into the hospital for patient consumption. The trained employee shall:
  - a. Ensure that food brought in from the outside is safe food;
  - b. Know the proper food handling procedures and adhere to them;
  - c. Make sure that infection control measures are practiced.
2. Trained staff should not bring home canned foods, raw milk products, or non-government inspected meat/fish/poultry/or eggs to the hospital for the Individuals' consumption.
3. For authorized activities, trained staff are to provide foods from authorized vendors. The staff shall follow the short term and long-term storage of non-perishable foods and other instructions as outlined in Administrative Directive No. 626.



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BEN MCLAIN  
Executive Director (Acting)

Cross Reference(s):

A.D. No. 602 Union Square (Canteen)

A.D. No. 626 Individuals' Property and Storage