



Department:	Clinical Nutrition		
Document:	Policy and Procedure		
Title:	Outpatient Clinical Nutrition Clinic		
Applies To:	Clinical Dietitians		
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1. PURPOSE:

- 1.1 Standardize the procedure in the outpatient clinical nutrition clinic in the provision of the following services:
 - 1.1.1 Nutritional assessment for referred patients.
 - 1.1.2 Verbal and written diet instructions.
 - 1.1.3 Issuance of take-home nutrition formula supplies as needed.
 - 1.1.4 Follow-up visits to reinforce diet or provide further information.

2. DEFINITIONS:

- 2.1 Clinical Nutrition Clinic is a healthcare facility that is primarily focused on the care of outpatients; it offers individual consultations by a registered dietitian for patients with a variety of nutritional conditions including but not limited to obesity, diabetes, hyperlipidaemia, hypertension, gestational diabetes, coronary artery disease, food intolerance /allergy, failure to thrive and underweight.

3. POLICY:

- 3.1 Patient will register at the Appointments Desks and identified using his /her medical records number and name on the Appointment Request Slip.
- 3.2 The consultation time allotted for the new patient is 30 minutes; follow-up patient is 15 minutes.
- 3.3 Follow-up appointments are provided at the discretion of the Clinical Dietitian.

4. PROCEDURE:

- 4.1 Clinical Dietitian will get the printed clinic schedule from the reception desk.
- 4.2 Clinical Dietitian should be at the clinical nutrition Clinic 15 minutes before the first scheduled appointment.
- 4.3 Clinical Dietitian will get the patient's medical chart from the medical record office and compare them with the printed clinical schedule to identify any missing charts.
- 4.4 In cases of missing chart, the Clinical Dietitian should contact the reception desk or medical record office to locate the missing charts.
- 4.5 Clinical Dietitian will call the scheduled patient to the clinic by number; she will verify each patient by checking the appointment slip and ensuring that the patient has registered at the appointment desk.
- 4.6 Assess the learning needs of patient and caregiver based on:
 - 4.6.1 Ability to learn
 - 4.6.2 Cultural practices.
 - 4.6.3 Language barriers.
 - 4.6.4 Emotional barriers.
 - 4.6.5 Physical and cognitive.
 - 4.6.6 Physical and cognitive eliminations.
 - 4.6.7 Education should address these issues
- 4.7 Assess the patient based on height, weight, laboratory results, diet history or any other pertinent information. Refer to patient's assessment.

- 4.8 Instruct the patient on the diet as ordered or as indicated by the previous nutrition appointment based on the patient's age, culture, and language.
- 4.9 Present appropriate educational materials to the patient.
- 4.10 Ask the patient or caregiver to demonstrate understanding by verbalizing and demonstrating the information provided. Re-instruct if there is no indication of understanding.
- 4.11 Document the assessments and instructions in the patient's medical record.
- 4.12 Provide the patient with a completed appointment slip.
- 4.13 For patients who failed to show-up by the end of the clinic hours; the clinical dietitian will use the "No Show/Appointment Time" stamp, and write the date and time of charting and the patient's appointment time, then affix your signature.
- 4.14 Patients who are 30 minutes late from the time of appointment will be sent to the reception desk to schedule a new appointment
- 4.15 Discharge from clinic any patients who do not show up for three consecutive appointments, who demonstrate an adequate understanding of the diet and those who are no longer deemed appropriate for the clinic (not on high nutritional risk).
- 4.16 Document in the patient's chart "Discharge from clinical nutrition Clinic".
- 4.17 Document education in the Interdisciplinary Patient / Family Education Record form.
- 4.18 Return the charts to the medical record office.
- 4.19 Confirm patient's visit after the clinic hour. Reconcile the daily scheduled appointments to show the status of "Checked Out" or "No Show". The reconciliation must be completed by the end of the defined scheduled time period and/or clinic day.
- 4.20 Prepare a monthly statistical statement of patients treated in the clinic then sent to the Ministry of Health.

5. MATERIALS AND EQUIPMENT:

- 5.1 Handouts
- 5.2 Calculator
- 5.3 Weekly Census For Outpatient Clinical Nutrition Clinic Form
- 5.4 Monthly Statistics For The Outpatient Clinical Nutrition Clinic
- 5.5 Food Models
- 5.6 Measuring Cups
- 5.7 Appointments Request slip
- 5.8 Formula Request Form
- 5.9 Initial Nutrition assessment form
- 5.10 Diet Instructions Materials
- 5.11 Nutrition reassessment form
- 5.12 Medical Records (Medical Chart)
- 5.13 Scale, Meter and Skin fold (caliper)
- 5.14 Samples of nutritional supplements
- 5.15 Interdisciplinary Patient/Family Education Record form referral forms
- 5.16 Consultation form (for pediatric patient)
- 5.17 Maternity Clinic Referral form (for OB-Gyne patient).

6. RESPONSIBILITIES:

- 6.1 Clinical Dietitians.

7. APPENDICES:

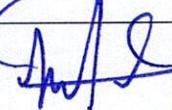
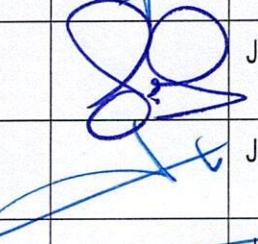
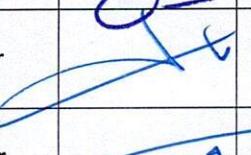
7.1 Dietitian clinic prescription form

8. REFERENCES:

8.1 King Saud Medical Complex, APP-KSMC-282-(V1)

8.2 Al Imam General Hospital ,Outpatient Dietary Clinic, PP.DIET.11, 12/05/1436H

9. APPROVALS:

	Name	Title	Signature	Date
Prepared by:	Mr. Salah Rasheed Alanazi	Clinical Dietitian		January 12, 2025
Reviewed by:	Mr. Saleh Daraan Alshammri	Head of the Clinical Nutrition		January 14, 2025
Reviewed by:	Mr. Sabah Turayhib Al - Harbi	Director of Nursing		January 16, 2025
Reviewed by:	Mr. Abdulelah Ayed Al Mutairi	QM&PS Director		January 19, 2025
Reviewed by:	Dr. Tamer Naguib	Medical Director		January 20, 2025
Approved by:	Mr. Fahad Hazam Al - Shammary	Hospital Director		January 26, 2025



نموذج صرف عيادة التغذية العلاجية
Dietitian Clinic Prescription Form

Name of patient:
File number:
Diagnosis:

Age:

Name Of Product اسم المستحضر الغذائي	Quantity الكمية المصروفة	Date Of Prescription تاريخ الاستحقاق	Date Of Receiving تاريخ الاستلام

Clinical Dietitian

ملاحظات :

عزيزي/عزيزي المريض/ة
سيتم صرف المستحضرات الغذائية / المنتجات الغذائية الخاصة من قبل أخصائي التغذية العلاجية بناء على تقييم
الحالة الغذائية بنموذج الصرف.
سيتم الصرف شهرياً وبكميات مناسبة.
سيتم تلقي نموذج طلب جديد حسب زيارة أخصائي التغذية العلاجية بعيادة
لن يتم صرف المستحضرات الغذائية (الجاهزة) المنتجات الغذائية الخاصة بدون نموذج طل