

# Traditional Foods Program Protocols and Procedures Manual

<u>Section</u>	<u>Name of Policy</u>	<u>Date Updated</u>	<u>Review Date</u>	<u>Page</u>
<b>Quality Improvement</b>				
	Quality Improvement	January 2008	May 2016	2
<b>Acquisition</b>				
	Soliciting Donations of Wild Game	January 2008	May 2016	4
	Acquiring Wild Game	January 2008	May 2016	5
	Receiving	January 2008	May 2016	7
<b>Production</b>				
	Meal Production	January 2008	May 2016	9
	Metal Detection	September 2009	May 2016	12
	Labour Cost Sharing between Nutrition and Food Services and First Nations Health Program	January 2008	May 2016	13
<b>Storage</b>				
	Storage of Meals	January 2008	May 2016	14
	Shared usage of Oliver Packaging System	December 2008	May 2016	15
<b>Meal Service</b>				
	Meal Request	January 2008	May 2016	16
<b>Evaluation</b>				
	Inventory Control	January 2008	May 2016	17

<b>PROGRAM:</b>	Traditional Foods Program		
<b>SECTION:</b>	Quality Improvement	<b>EFFECTIVE DATE:</b>	January 2008
<b>APPROVED BY:</b>	Cultural Programs Coordinator	<b>REVIEW DATE:</b>	February 2016
<b>TITLE:</b>	<b>Quality Improvement Program</b>		

**POLICY:** An on-going system is in place that assesses; monitors, and improves the quality of the Traditional Foods Program.

**PURPOSE:** To ensure that all First Nations, Inuit and Metis patients are provided with safe, nutritious entrées that will support their customs and traditions as well as meet their nutritional needs.

**PROCEDURE:**

1. The Cultural Programs Coordinator is responsible for the Quality Assurance of the Traditional Foods Program.
2. The Cultural Programs Coordinator will ensure the Quality Improvement (QI) plan fits within First Nations Health Programs and Yukon Hospital Corporation’s vision, mission, goals and objectives. As part of QI, the Cultural Programs Coordinator:
  - Establishes criteria and indicators in order to measure compliance with the established standards. This would include the hunters questionnaire provided to the donor; the quality control form to be provided and completed by the butcher at “Off the Hook Meat Works”; both of which assesses the quality and handling of the wild game during hunting and packaging procedures. Indicators would include that the cook tracks the cooking, cooling and freezing temperatures and records this in the temperature audits and usage of the metal detector.
  - Monitors indicators and their results according to set benchmarks and standards to identify opportunities for improvement.
  - Evaluates the results on a monthly basis; ensures appropriate corrective action is taken if needed. The Cultural Programs Coordinator will ensure that the Manager of Nutrition Services collects the Temperature Audits on a weekly basis or when there is a scheduled cook shift for traditional foods to be prepared.
  - Ensure accurate recording of all QI activities, concerns, corrective actions, and follow-up on an ongoing basis
3. The Cultural Programs Coordinator will continually

communicate necessary information to relevant individuals/groups.

4. Traditional Foods Program documentation is to be kept for a minimum of three years. This includes the completed hunter's questionnaires; quality control forms; the temperature audits and inventory of the Traditional Foods freezer.

- DOCUMENTATION:**
- Quality Improvement monitoring tools
    - Hunters Questionnaire
    - Quality Control Indicator Form
    - Time and temperature audit

- EVALUATION:**
- Assessment and Evaluation to be completed by the Cultural Programs Coordinator which includes ensuring that all necessary forms are completed by the donors, the butcher at "Off the Hook Meat Works" and the cook. The Cultural Programs Coordinator is to ensure that all parties involved are aware of requirements of these processes when it comes to accepting and preparing wild game.
  - Monthly communication with Director, First Nations Health Programs and communication with relevant stakeholders as necessary.

<b>PROGRAM:</b>	Traditional Foods Program		
<b>SECTION:</b>	Acquisition	<b>EFFECTIVE DATE:</b>	January 2008
<b>APPROVED BY:</b>	Cultural Programs Coordinator	<b>REVIEW DATE:</b>	February 2016
<b>TITLE:</b>	<b>Soliciting Donations of Wild Game</b>		

**POLICY:** To acquire donations of wild game from approved hunters/outfitters & Conservation Officers.

**PURPOSE:** To ensure that donations of wild game meet the health and safety guidelines and is safe for consumption. **Any donations of Road Kill will not be accepted.**

**PROCEDURE:**

1. When donations are needed, the Cultural Programs Coordinator will solicit donations of wild game via notice to Yukon First Nations Government offices, local community conservation offices, newspaper ads, letters to approved hunters/outfitters and radio public service announcements where appropriate.
2. Honorariums or fees will not be paid for donations as it is unlawful for money to change hands for the purpose of acquiring wild game.
3. Donated meat will be dropped off at “Off the Hook Meat Works”. Butchering costs will be covered by FNHP.
4. Donations must be accompanied by a completed *Hunter’s Questionnaire Form*. *If there is refusal to complete these forms then the donation cannot be accepted.*
5. Cultural Programs Coordinator will place a newspaper ad thanking donors and butcher. This will be done in a timely manner.

**DOCUMENTATION:**

- Newspaper ads
- Public Service announcements
- Letter
- Hunter’s Questionnaire Form
- Quality Control Form

**EVALUATION:** Assessment by Cultural Program Coordinator is to ensure that all necessary forms are completed and returned back in a timely manner, and that the necessary processes are followed accordingly.

<b>PROGRAM:</b>	• Traditional Diet Program		
<b>SECTION:</b>	<b>Acquisition</b>		
APPROVE D BY:	Cultural Programs Coordinator	EFFECTIVE DATE:	January 2008
<b>TITLE:</b>	<b>Acquiring Wild Game</b>	REVIEW DATE:	February 2016

**POLICY:** To acquire donated wild game to help support the Traditional Foods Program.

**PURPOSE:** To ensure donated wild game is of high quality and meets legal and food safety requirements. **Any donations of Road Kill will not be accepted.**

**PROCEDURE:**

1. Wild game will be attained from approved community hunters, local outfitters and community conservation officers.
2. Acceptable donated meat will mainly consist of Caribou and Moose. Bison, Elk, Deer and Sheep may also be accepted. Traditional Foods Program will only accept large land based game.
3. Hunters will be required to be familiar with the "Guidelines for Ensuring Safe Handling and Transporting of Wild Game prior to going on a hunt. Hunters will be required to fill out a Hunter's Questionnaire form before the animal will be accepted.
4. Off the Hook Meat Works will accept the animal donation. "Off the Hook Meat Works will provide hunters questionnaire to person donating if they have not yet contacted FNHP about donation. "OTH" Meat works will provide butchering, packaging and labeling services. Labels are to identify the *type of animal, cut, weight and date*. Packages are to be wrapped in 1kg portions. A quality control form will be completed by butcher and returned to Cultural Programs Coordinator with attached hunters questionnaire.

**RESOURCES:**

- Guidelines for Ensuring safe Handling and Transportation of Wild Game form

**DOCUMENTATION:**

- Hunter's Questionnaire (& master key),, Quality Control Form (& master key)

**EVALUATION:**

- Assessment completed by the Cultural Programs Coordinator who is responsible for communicating directly

with the donors and the butcher to ensure that all necessary forms are completed in a timely manner for any donations.

<b>PROGRAM:</b>	Traditional Foods Program		
<b>SECTION:</b>	Acquisition	<b>EFFECTIVE DATE:</b>	January 2008
<b>APPROVED BY:</b>	Cultural Programs Coordinator	<b>REVIEW DATE:</b>	February 2016
<b>TITLE:</b>	<b>Receiving Wild Game</b>		

**POLICY:** All meat received from Off the Hook Meat Works will follow the quality measures set out by Traditional Foods Program.

**PURPOSE:** To ensure that all donated meat received is of high quality and is properly packaged.

**PROCEDURE:**

1. Cultural Programs Coordinator will receive packaged meat from “Off the Hook Meat Works” packed in boxes 50lbs or less and deliver to WGH.
2. Donation received is checked for proper labels and packaging with the *type of animal, cut, weight and date*. Cultural Programs Coordinator will obtain completed quality control form from “Off the Hook Meat Works” butcher. And any Hunters questionnaires that have been provided to butcher. Cultural Programs Coordinator will develop tracking codes per each donation that records the donors’ initials and date butchered product delivered to WGH.
3. Order will be recorded on Wild Game Tracking Form; *which identifies a tracking #; date received; species; and pounds of donation*.
4. Meat will be stored in FN freezer by chefs in Kitchen in an appropriately and timely manner. All meat must be rotated prior to storage using the First In, First Out (FIFO) method, which will be maintained by chefs in Kitchen.

**EQUIPMENT:**

- FN Freezer

**DOCUMENTATION:**

- Wild Game Tracking Form
- Quality Control Form
- Invoice

**EVALUATION:**

- Assessment by the Cultural Programs Coordinator will include checking all incoming donations for the required identification information; keep responsibility for the tracking system; and gather the quality control form and notifying chef to place the donations in to the FN Freezer.



<b>PROGRAM:</b>	Traditional Foods Program		
<b>SECTION</b>	Production		
<b>APPROVED BY:</b>	Cultural Programs Coordinator	<b>EFFECTIVE DATE:</b>	January 2008
<b>TITLE:</b>	<b>Meal Production</b>	<b>REVIEW DATE:</b>	February 2016

**POLICY:** The Nutrition and Food Service Department will produce nutritious and safe FN recipes in appropriate quantities and quality for consumption by FN patients.

**PURPOSE:** To ensure production is completed in a safe and organized manner that is within the hours allocated.

**PROCEDURE:**

<b>Required DAY</b>	<b>Completed BY WHO</b>	<b>WHAT</b>
<b>Monday</b>	<b>NFS AA or designate</b>	<ul style="list-style-type: none"> <li>➤ Produce labels for the production batch from the information on the First Nations Cooking Quality Indicator Sheet identifying FN meal item(s), game source and production date</li> <li>➤ Place stickers produced on the clip located on the FN freezer door</li> </ul>
<b>Tuesday (Production Day)</b>	<b>Cook 2 Late</b>	<ul style="list-style-type: none"> <li>➤ Ensure the raw game/bones are scanned for Metal prior to production. When scanning complete, tick off (✓) section in FN Cooking Quality Indicator Sheet</li> <li>➤ Prepare FN meal(s) as indicated, record cooking temperature reached (must be &gt;74C)</li> <li>➤ Blast chill item and record chilling temperature reached (must be 3C or &lt;) on the FN Cooking Quality Indicator Sheet</li> <li>➤ Place the completed quality sheet in the FN Quality Binder (back section) located on recipe shelf</li> <li>➤ Take one sample of each packaged meal and write "SAMPLE" with a sharpie marker on package, place in the Sample Box</li> </ul>
<b>Wednesday</b>	<b>FN Liaison Worker or designate</b>	<ul style="list-style-type: none"> <li>➤ Package and label FN meals as instructed by Cook 2 Late</li> <li>➤ Ensure that hands are washed, wearing hair net and clean apron</li> </ul>

- |                 |                    |   |
|-----------------|--------------------|---|
| <b>Thursday</b> | <b>Cook 2 Late</b> | ➤ Place meals in freezer  |
|                 | <b>Cook 2 Late</b> | ➤ Place completed and fully frozen meals into FN freezer inventory  |
|                 |                    | ➤ Complete the FN Meal inventory in the back section of the NFS Food Order Inventory Sheets   |
|                 |                    | ➤ Determine what <u>1 FN meal item</u> is to be prepared the following Tuesday based on par levels  |
|                 |                    | ➤ Mark volumes to be produced in the order book under “P” column *Important to note that the Cook 2 Late will round up or down pull requirements to ensure one source of game/recipe. This will only present itself when the game meat is running low from a specific source. |
|                 |                    | ➤ Print off the recipes and volumes to be produced  |
|                 |                    | ➤ Highlight the amount of game to be pulled from the freezer for tempering  |
|                 |                    | ➤ Complete a First Nations Cooking Quality Indicator Sheet and identify: Production date, Cook, recipes to be produced, recipe amount.  |
|                 |                    | ➤ Clip the Quality Indicator Sheet to the door of the FN Freezer.   |
| <b>Friday</b>   | <b>Cook 2 Late</b> | ➤ Completes the game pull for the upcoming FN Cooking Shift, use Batch Code Stickers to identify the meat in the grey tempering bins  |
|                 |                    | ➤ Place additional Batch Code Stickers on the section of the First Nations Cooking Quality Indicator Sheet indicating the date and of who pulled the game on the FN Cooking Quality Sheet   |

**EQUIPMENT:**

- Production Area
- Cutting Board, Utensils, Cookware, Scales

**DOCUMENTATION**

- FP-060
- Time/Temperature Audit
- Inventory Tracking Form
- Standardized Recipes

- Quality indicator sheet.

- 

<b>PROGRAM:</b>	Traditional Foods Program		
<b>SECTION:</b>	Production	<b>EFFECTIVE DATE:</b>	September 2009
<b>APPROVED BY:</b>	Cultural Programs Coordinator	<b>REVIEW DATE:</b>	September 2014
<b>TITLE:</b>	<b>Metal Detection</b>		

**POLICY:** To assess all Traditional meals for the presence of bullets or other metal objects.

**PURPOSE:** To ensure that Traditional meals are not contaminated with bullets or other metal objects.

- PROCEDURE:**
1. Cook 2 late shift (C2L) – on the day of FN production, the chef will prepare FN meals and will ensure the following process takes place:  
Raw game bones are scanned for metal prior to production. When scanning complete, tick of section in FN cooking quality indicator sheet.
  2. Cook will place individually portioned meals on a plastic or other non-metal surface. Cook will pass a hand-held metal detector over each meal.
  3. Any meals that are identified as containing metal objects ('positive result') as per the metal detector will be removed from service.
  4. Cook will complete Metal Detector Audit and tick off section in FN Cooking Quality Indicator Sheet  
Records should reflect low frequent metal is found in game.
  5. The Chef then places the completed quality sheet in the FN Quality under located on the recipe shelf in Kitchen.

- EQUIPMENT:** • Hand-held metal detector  
**DOCUMENTATION:** • Metal Detector Audit

<b>PROGRAM:</b>	Traditional Foods Program		
<b>SECTION:</b>	Storage	<b>EFFECTIVE DATE:</b>	January 2008
<b>APPROVED BY:</b>	Cultural Programs Coordinator	<b>REVIEW DATE:</b>	February 2016
<b>TITLE:</b>	<b>Storage of Meals</b>		

**POLICY:** Frozen FN entrees and donated meat will be stored in the

designated freezer within the NFS Department.  
Storage procedure will comply with the local health authority guidelines.

**PURPOSE:** To ensure safety, security and quality of all FN entrees and donated meat.

**PROCEDURE:**

1. Store all food at least ten inches above floor.
2. Ensure all stock is consistently rotated and outdated entrees documented and discarded.
3. The Cultural Programs Coordinator and Nutrition Services staff ensure all entrees and donated meat are stored according to the following guidelines:
  - Ensure temperature inside freezer is no higher than – 18°C--Discrepancies are to be reported to Nutrition Food Services Manager and/or Cultural Programs Coordinator if necessary.
  - Freezer is equipped with calibrated thermometer.
  - FN entrees are to be stored for no longer than 4 months/120 days.
  - Uncooked wild game should be stored for no longer than 12 months.
  - Food items are properly packaged in sealed containers to prevent spoilage.
  - To ensure proper rotation and retention all items are dated to.
  - Prohibit re-freezing of thawed entrees.
  - Keep freezer floors clear of loose debris.

**EQUIPMENT:**

- Calibrated Thermometer
- First Nations Freezer

**DOCUMENTATION:**

- Inventory Tracking Form
- Freezer Time/Temperature Log
- 

<b>PROGRAM:</b>	Traditional Foods Program		
<b>SECTION:</b>	Storage	<b>EFFECTIVE DATE:</b>	December 2007
<b>APPROVED BY:</b>	Director of Nutrition and Food Services Cultural Programs Coordinator	<b>REVIEW DATE:</b>	February 2016
<b>TITLE:</b>	<b>Shared Usage of the Oliver Packaging System</b>		

**POLICY:** The Oliver Packaging System will be shared by Nutrition and

Food Services (NFS) and the Traditional Foods Program (TDP) of First Nations Health Programs (FNHP).

All maintenance and supply costs will be shared equally between NFS and the TDP.

**PURPOSE:** To provide adequate packaging and storage of meals to meet patient needs.  
To preserve the quality and ensure the safety of packaged patient meals offered by NFS and the TDP.

**PROCEDURE:**

1. Effective December 1, 2007, the Oliver Packaging System will be shared by NFS and the TFP.
2. NFS will order all packaging supplies associated with the ongoing usage of the Oliver Packaging System in appropriate quantities. All supply costs will be shared equally between NFS and the TDP, with NFS billing FNHP for their portion of the costs end of fiscal year.
3. All costs associated with maintenance of the Oliver Packaging system will be shared equally between NFS and the TDP.

**EQUIPMENT:**

- Oliver Packaging System

**EVALUATION:**

- Assessment by NFS Manager and Cultural Programs Coordinator.
- Budgetary Review by NFS and FNHP.

<b>PROGRAM:</b>	Traditional Foods Program		
<b>SECTION:</b>	Meal Service	<b>EFFECTIVE DATE:</b>	January 2008
<b>APPROVED BY:</b>	Cultural Programs Coordinator	<b>REVIEW DATE:</b>	February 2016
<b>TITLE:</b>	<b>Meal Requests</b>		

**POLICY:** Upon request, First Nations, Inuit, and Metis patients will be provided with an appropriate Traditional food entrée.

**PURPOSE:** To allow FN, Inuit, and Metis patients the opportunity to choose Traditional entrée for lunch seven days a week on a non-selective style menu.

- PROCEDURE:**
1. FN Liaison Staff will ask all First Nations, Inuit and Metis patients if they would like to have a traditional lunch dishes.
  2. With the patient, the Liaison Staff will fill out the TF request form.
  3. FN Liaison Staff will submit copy of completed TF request form to Cultural Programs Coordinator and original copy to the kitchen (in the locked box provided outside of the main kitchen doors). Food request forms submitted on Fridays and throughout the weekend will not be processed until the following Monday.
  4. The NFS Diet Technician will input menus into MedDietary prior to meal service and will check to ensure that menu requests are consistent with patient's diet order. If TF requests are not consistent with a patient's diet order, the Diet Technician will send an email to Cultural Programs Coordinator informing them about any changes made.
  5. Trays are assembled and delivered by Nutrition and Food Service Dietary Aides to patients.

- EQUIPMENT:**
- Computer System
  - Meal Trays

- DOCUMENTATION:**
- Traditional Foods Request Form
  - Meal Ticket
  - Production Tallies
  - Monthly Meal Usage Report

**EVALUATION:** • Ongoing assessment and Evaluation by CPC.

<b>PROGRAM:</b>	Traditional Foods Program		
<b>SECTION:</b>	Evaluation	<b>EFFECTIVE DATE:</b>	January 2008
<b>APPROVED BY:</b>	Cultural Programs Coordinator	<b>REVIEW DATE:</b>	February 2016
<b>TITLE:</b>	<b>Inventory Control</b>		

**POLICY:** Inventory of frozen entrée portions and uncooked donated game are completed by chef on a weekly basis.

**PURPOSE:** To ensure there is adequate supply of frozen entrees and meat to support the Traditional Foods Program and to determine production requirements.

- PROCEDURE:**
1. Chef 2 late shift will conduct an inventory of all portioned entrees and meat, on a weekly basis.
  2. Inventory Tracking form will be used
  3. The chef will determine what is produced for the FN meals based on the current inventory levels and menu requirements of cooked meals.
  4. Diet Technician will notify Cultural Programs Coordinator of meal-types in stock and revise the current menu accordingly.
  5. Cultural Programs Coordinator will keep inventory records for a minimum of three years along with other quality assurance documentation.
  6. Inventory of uncooked game will be completed on a monthly basis or when chef is determining production items.

**DOCUMENTATION:** • Inventory Tracking Form

**EVALUATION:** • Assessment and Evaluation by NFS Manager



## Watson Lake Community Hospital Policy and Procedure

<b>PROGRAM:</b>	Traditional Foods Program		
<b>SECTION:</b>	Acquisition	<b>EFFECTIVE DATE:</b>	August 2010
<b>APPROVED BY:</b>	Cultural Programs Coordinator	<b>REVIEW DATE:</b>	September 2014
<b>TITLE:</b>	<b>Transfer of Cooked Portioned Meals to Watson Lake Community Hospital</b>		

**POLICY:** The Traditional Foods Program at Whitehorse General Hospital will provide cooked portioned meals of wild game for Traditional Foods Program at Watson Lake Hospital

**PURPOSE:** To ensure the safe and timely transfer of game meat from Whitehorse to Watson Lake

**PROCEDURE:**

1. Manager of Nutrition and Food Services at WGH will make arrangements for cooked frozen portioned traditional food meals to be transported to WLH.
2. Manager of NFS at WGH will ensure that the game meat is appropriately packaged and stored for transportation.
3. The meals will be packed in an insulated blue bag labeled "Frozen FNH Meals" and will be stored in a compact freezer in NFS until the Driver going to Watson can pick up the entire freezer before leaving.
4. Upon arrival at WLH an appropriate staff member will record the temperature and time in transit on the Watson Lake Transfer Audit. The staff member will then transfer the frozen prepared meals to a refrigerated unit and store until prepared for serving.

**DOCUMENTATION:** • Watson Lake Transfer Audit

**EVALUATION:** • Assessment and Evaluation by NFS Manager

<b>PROGRAM:</b>	Traditional Foods Program		
<b>SECTION:</b>	Storage	<b>EFFECTIVE DATE:</b>	Pending?
<b>APPROVED BY:</b>	Cultural Programs Coordinator	<b>REVIEW DATE:</b>	February 2016
<b>TITLE:</b>	<b>Storage of Meals- Watson Lake Community Hospital</b>		

**POLICY:** Frozen FN entrees and donated meat will be stored in the designated freezer within the NFS Department.

Storage procedure will comply with the local health authority guidelines.

**PURPOSE:** To ensure safety, security and quality of all FN frozen entrees.

- PROCEDURE:**
1. Store all frozen entrees at least ten inches above floor.
  2. Ensure all stock is consistently rotated and outdated entrees documented and discarded.
  3. The Nutrition services Cook, at WLCH will ensure all cooked meals from WGH FNHP are stored according to the following guidelines:
    - Ensure temperature inside freezer is no higher than – 18°C
    - Freezer is equipped with freezer thermometer.
    - FN entrees are to be stored for no longer than 4 months/120 days.
    - Food items are properly packaged in sealed containers to prevent spoilage.
    - To ensure proper rotation and retention all items are dated to.
    - Prohibit re-freezing of thawed entrees.
    - Keep freezer floors clear of loose debris.

- EQUIPMENT:**
- freezer Thermometer
  - Separate sealed container in Freezer

- DOCUMENTATION:**
- Inventory Tracking Form
  - Freezer Time/Temperature Log

- EVALUATION:**
- Assessment and Evaluation by Manager, Support Services Watson Lake.

<b>PROGRAM:</b>	Traditional Foods Program		
<b>SECTION:</b>	Evaluation	<b>EFFECTIVE DATE:</b>	
<b>APPROVED BY:</b>	Cultural Programs Coordinator	<b>REVIEW DATE:</b>	February 2016
<b>TITLE:</b>	<b>Inventory Control-Watson Lake Community Hospital</b>		

**POLICY:** Inventory of frozen entrée portions will be performed on a monthly basis.

**PURPOSE:** To ensure there is adequate supply of frozen entrees to support the Traditional Diet Program, to determine production requirements, and to provide budgetary control.

**PROCEDURE:**

1. A Nutrition Services Cook at WLCH will conduct an inventory of all portioned, frozen entrees, on the first working day of each month.
2. Inventory Tracking form will be used and given to First Nation Liaison Worker, WLCH
3. All completed Inventory Tracking forms will be emailed or faxed to the Cultural Programs Coordinator at WGH.
4. The First Nations Liaison Worker (WLCH) will compile inventory information on a quarterly basis for reporting purposes.

**DOCUMENTATION:** • Watson Lake Inventory Tracking Form

## Dawson City Community Hospital Policy and Procedure

<b>PROGRAM:</b>	Traditional Foods Program	
<b>SECTION:</b>	Acquisition	<b>EFFECTIVE DATE:</b>
<b>APPROVED BY:</b>	Cultural Programs Coordinator	<b>REVIEW DATE:</b> February 2016
<b>TITLE:</b>	<b>Transfer of Cooked Portioned Meals to Dawson City Community Hospital</b>	

**POLICY:** The Traditional Foods Program at Whitehorse General Hospital will provide cooked portioned traditional menu items to Dawson City Community Hospital.

**PURPOSE:** To ensure the safe and timely transfer of game meat from Whitehorse to Dawson City.

**PROCEDURE:**

1. Manager of Nutrition and Food Services at WGH will make arrangements for cooked frozen portioned traditional food meals to DCCH.
2. Manager of NFS or chef will ensure that the cooked portioned meals are appropriately packaged and stored for transportation.
3. Upon arrival at DCCH an appropriate staff member will record the temperature and time in transit on the Dawson City Transfer Audit. The staff member will then transfer the frozen prepared meals to First Nations meal freezer until prepared for serving.

**DOCUMENTATION:** • Dawson City Transfer Audit

<b>PROGRAM:</b>	Traditional Foods Program		
<b>SECTION:</b>	Storage	<b>EFFECTIVE DATE:</b>	
<b>APPROVED BY:</b>	Cultural Programs Coordinator	<b>REVIEW DATE:</b>	February 2016
<b>TITLE:</b>	<b>Storage of Meals- Dawson City Community Hospital</b>		

**POLICY:** Frozen FN entrees and donated meat will be stored in the designated Traditional Foods freezer. Storage procedure will comply with the local health authority guidelines.

**PURPOSE:** Regular monitoring of temperature of freezer used for patients in order to ensure temperatures are maintained according to national public health standards.

- PROCEDURE:**
1. Cooked portioned meals will be stored in the designated
  2. First Nations Meal Freezer at Dawson City Community Hospital.
  3. Ensure all stock is consistently rotated and outdated entrees documented and discarded.
  4. **DCH Housekeeping Aide/Procedures:**
    - Refer to the assigned shift Task List when monitoring and documenting temperatures
    - Inform DCH Clinical Nurse Leader or designate when temperatures are not meeting pre-determined standard

Always keep dial thermometers in an upright position with face turned towards the door

**DCH Administrative Assistant Procedures:**

    - Post new monthly Temperature Indicator Forms (2) in room 1271 (Fridge and FN Freezer)
    - Temperature Quality Indicator Forms are to be stored in the office for a minimum of three months.
  5.
    - Freezer is equipped with calibrated thermometer.
    - FN entrees are to be stored for no longer than 6 months.
  6.
    - Food items are properly packaged in sealed containers to prevent spoilage.
    - To ensure proper rotation and retention all items are dated to.
    - Prohibit re-freezing of thawed entrees.
    - Keep freezer bottom clear of loose debris.

- EQUIPMENT:**
- Calibrated Thermometer
  - First Nations Freezer

- DOCUMENTATION:**
- Inventory Tracking Form
  - Freezer Time/Temperature Log

<b>PROGRAM:</b>	Traditional Foods Program	
<b>SECTION:</b>	Evaluation	<b>EFFECTIVE DATE:</b>
<b>APPROVED BY:</b>	Cultural Programs Coordinator	<b>REVIEW DATE:</b> Feb 2016
<b>TITLE:</b>	<b>Inventory Control-Dawson City Community Hospital</b>	

**POLICY:** Inventory of frozen entrée portions will be performed on an as needed basis due to low in-patient count

**PURPOSE:** To ensure there is adequate supply of frozen entrees to support the Traditional Foods Program and to determine food supply.

**PROCEDURE:**

1. Cultural Programs Coordinator will connect with CNL at DCCH to arrange for regular checks on inventory of cooked frozen traditional foods dishes. (Numbers and expiry dates).
2. Inventory Tracking form will be forwarded to Cultural Programs
3. Inventory Tracking Forms are to be stored in the office for a minimum of three months.
4. Cultural Programs Coordinator will compile inventory information on a quarterly basis for reporting purposes.

**DOCUMENTATION:** • Inventory Tracking Form