

Appendix 8



Appendix 8: Menu planning and Standards checklist

The following checklist steps through the menu planning and review cycle as detailed in section 5 while applying the Standards from section 3 and the nutrient banding and minimum menu choices from section 4.

This checklist can be used to confirm what is currently in place and what additional items/actions may be required to meet the Standards. For menu/meal examples, please refer to section 4 and Appendix 10.

1. Stakeholder engagement			
Considerations	Yes	No	Actions required / comments
Food service dietitian and food service manager engaged to lead the menu planning/review process.	<input type="checkbox"/>	<input type="checkbox"/>	
Relevant internal and external stakeholders identified and involvement confirmed. Note: May be an existing nutrition steering committee.	<input type="checkbox"/>	<input type="checkbox"/>	
There is adequate representation from the following areas: <ul style="list-style-type: none"> • organisational / health service management • risk and quality • procurement/purchasing • nursing/medical • food service management • nutrition/dietetic • speech pathology • consumer groups. 	<input type="checkbox"/>	<input type="checkbox"/>	
Stakeholders have been advised of their roles and responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	
Regular meetings for the menu planning/review process have been scheduled and communicated.	<input type="checkbox"/>	<input type="checkbox"/>	

2. Data assessment and gap analysis

Considerations	Yes	No	Actions required / comments
a. Health service population			
The health service population has been identified/evaluated, taking into consideration demographics, culture, religious representation, food beliefs, clinical landscape, average length of stay and physical needs.	<input type="checkbox"/>	<input type="checkbox"/>	
There is adequate information on the demographic, clinical, cultural, physical and psychosocial needs of the health service population to build the baseline diet.	<input type="checkbox"/>	<input type="checkbox"/>	
Therapeutic diets have been reviewed to ensure adequacy for the health service population.	<input type="checkbox"/>	<input type="checkbox"/>	
The health service can meet the cultural, religious, texture modified (TM) food and fluid and therapeutic menu options without engaging an external supplier.	<input type="checkbox"/>	<input type="checkbox"/>	
b. Food service system			
Kitchen facilities (e.g. storage, preparation areas and equipment) are adequate to meet the implemented meal preparation method – for example, cook-chill, cook-freeze, cook-fresh or hybrid.	<input type="checkbox"/>	<input type="checkbox"/>	
There is access to special equipment, or agreement with an appropriate supplier for TM food and fluid requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
Meal ordering system meets the needs of the patients/residents and facilitates meal choices as close to the meal period as possible.	<input type="checkbox"/>	<input type="checkbox"/>	
Food service delivery frequency meets the requirement for a minimum of 3 main meals and 3 mid-meals/snacks.	<input type="checkbox"/>	<input type="checkbox"/>	
There is a documented policy and procedure for delivering food and fluids out of hours when required.	<input type="checkbox"/>	<input type="checkbox"/>	

2. Data assessment and gap analysis (continued)

Considerations	Yes	No	Actions required / comments
c. Menu planning/review of staff involved in system			
The health service has appropriately trained/skilled staff to complete menu planning/review, including food service managers, food service dietitians, chefs/cooks, speech pathologists food service assistants, menu monitors, tray-line personnel and delivery staff (e.g. personal service or care assistants, allied health, nursing).	<input type="checkbox"/>	<input type="checkbox"/>	
Consumer representation input and involvement in the menu planning/review process has been included.	<input type="checkbox"/>	<input type="checkbox"/>	
d. Risk and safety compliance			
The health service's food service complies with relevant risk and quality frameworks.	<input type="checkbox"/>	<input type="checkbox"/>	
Allergy management has been considered in the menu planning/review.	<input type="checkbox"/>	<input type="checkbox"/>	
TM food and fluid provision has been included in the menu planning/review.	<input type="checkbox"/>	<input type="checkbox"/>	
The health service has a local policy documented for managing food brought in from outside.	<input type="checkbox"/>	<input type="checkbox"/>	
e. Feedback			
Feedback mechanisms and processes have been clearly identified and use of information gathered as input to menu planning/review has been documented.	<input type="checkbox"/>	<input type="checkbox"/>	
Results from previous audits and consumer feedback have been used as input into the menu planning/review.	<input type="checkbox"/>	<input type="checkbox"/>	

3. Establishment of the menu planning/review working group

Considerations	Yes	No	Actions required / comments
Members of the working group have been identified, with roles and responsibilities and meeting schedule communicated, and confirmed.	<input type="checkbox"/>	<input type="checkbox"/>	
There are adequate multidisciplinary team members including, but not limited to: <ul style="list-style-type: none"> • food service manager • chefs/cooks (in-house or from CPK) • food service dietitian • speech pathologist. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

4. Planning

Considerations	Yes	No	Actions required / comments
a. Planning the menu			
Menu structure provides opportunity for minimum of 3 main meals and 3 snacks/mid-meals.	<input type="checkbox"/>	<input type="checkbox"/>	
Meal size variations (e.g. small, medium, large) are available.	<input type="checkbox"/>	<input type="checkbox"/>	
Existing recipes/products have been nutritionally analysed and mapped against Bands 1, 2, 3 and Unbanded categories.	<input type="checkbox"/>	<input type="checkbox"/>	
Breakfast: section 4.1 Daily: <ul style="list-style-type: none"> • Minimum 2 × Band 1 • Minimum 1 × hot cereal • Minimum 2 × Band 2 • Unlimited Unbanded varieties Weekly: <ul style="list-style-type: none"> • Minimum 6 × Band 1 varieties • Minimum 5 × Band 2 varieties • Maximum 2 × Band 3 options (with high-fat, high-sodium processed meats maximum of once per week) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

4. Planning (continued)

Considerations	Yes	No	Actions required / comments
Soup: section 4.2 Daily: • Minimum 1 × Band 1 • Minimum 2 varieties Weekly: • Minimum 7 varieties • Maximum 2 × Unbanded	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Lunch and dinner main meals: section 4.3 Daily: • Minimum 2 × Band 1 Weekly: • Minimum 14 × Band 1 • Meals are not repeated • Maximum 2 × Unbanded (with high-fat, high-sodium processed meats maximum of once per week)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Sides – starch: section 4.4 Daily: • Minimum 2 × Band 1 • Minimum 4 varieties Weekly: • Minimum 10 varieties	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Sides – vegetables: section 4.4 Daily: • Minimum 2 × Band 1 • Minimum 6 varieties Weekly: • Minimum 10 varieties	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Sandwiches and wraps: section 4.5 Daily: • Minimum 1 × Band 1 • Minimum 2 varieties Weekly: • Minimum 10 varieties	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

4. Planning (continued)			
Considerations	Yes	No	Actions required / comments
Desserts: section 4.6 Daily: • Minimum 2 × Band 1 • Minimum 4 varieties Weekly: • Minimum 14 unique desserts	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Snacks: section 4.7 Daily: • Minimum 2 × Band 1 • Minimum 3 varieties Weekly: • Minimum 10 regular texture varieties • Minimum 6 TM varieties • Maximum 2 × Unbanded	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Fruit: section 4.8 Daily: • Minimum 3 varieties Weekly: • Minimum 5 varieties • Minimum 1 seasonal fruit on rotation • Maximum 7 × Band 2	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
There is a minimum of 2 fish meals offered across the week (7 days) of which one is oily fish.	<input type="checkbox"/>	<input type="checkbox"/>	
There is a vegetarian choice at every eating occasion (via main menu or short order menu).	<input type="checkbox"/>	<input type="checkbox"/>	
Vegetarian main meals are Bands 1 or 2 only.	<input type="checkbox"/>	<input type="checkbox"/>	
Table/tray salt is a menu choice and not automatically provided.	<input type="checkbox"/>	<input type="checkbox"/>	
The naming of menu items are commonly accepted and understood names or adequately describe the contents or nature of the dish.	<input type="checkbox"/>	<input type="checkbox"/>	
Translated and, where required, pictorial menus are available for the health service population.	<input type="checkbox"/>	<input type="checkbox"/>	

4. Planning (continued)

Considerations	Yes	No	Actions required / comments
A speech pathologist has approved all TM food and fluids.	<input type="checkbox"/>	<input type="checkbox"/>	
Cultural recipes/meals have been reviewed/taste-tested by consumer representatives from the specific culture.	<input type="checkbox"/>	<input type="checkbox"/>	
Seasonal menus have been considered, based on produce availability, patient/resident/family preferences and feedback.	<input type="checkbox"/>	<input type="checkbox"/>	

b. Recipe development and analysis

Note: The gap analysis outcomes from 4a above will determine the number of additional recipes required to provide adequate options across the banding categories. The following is relevant for when introducing new recipes to the menu and when updating recipes.

All meals have standardised recipes with serve size documented.	<input type="checkbox"/>	<input type="checkbox"/>	
All recipes are appropriate for the food service system and delivery method implemented by the health service (retain quality following re-therming).	<input type="checkbox"/>	<input type="checkbox"/>	
Recipe methods include presentation instructions, including TM-appropriate strategies where appropriate such as garnishes, crockery, piping/moulds for TM foods.	<input type="checkbox"/>	<input type="checkbox"/>	
Recipes minimise the use of additional salt and incorporate reduced-sodium ingredients where possible.	<input type="checkbox"/>	<input type="checkbox"/>	
Recipes minimise the use of saturated fats, replacing with unsaturated fats where appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	
New or revised recipes have been taste-tested by patients/residents or a suitable representative before implementation.	<input type="checkbox"/>	<input type="checkbox"/>	
All recipes have been nutritionally analysed and endorsed by a food service dietitian.	<input type="checkbox"/>	<input type="checkbox"/>	

4. Planning (continued)			
Considerations	Yes	No	Actions required / comments
c. Product/item assessment and analysis			
All ready-to-eat/drink items have product information/specification sheets.	<input type="checkbox"/>	<input type="checkbox"/>	
All product information/specification sheets have been reviewed and endorsed by a food service dietitian.	<input type="checkbox"/>	<input type="checkbox"/>	
d. Develop menu structure/grid			
Menu cycle length agreed by stakeholders or a steering committee and is a minimum of 7 days.	<input type="checkbox"/>	<input type="checkbox"/>	
For room service models the minimum number of Band 1 dishes/items are available.	<input type="checkbox"/>	<input type="checkbox"/>	
Minimum menu choices have been met.	<input type="checkbox"/>	<input type="checkbox"/>	
Menu grids completed for all required textures.	<input type="checkbox"/>	<input type="checkbox"/>	
Menu grid analysis undertaken by food service dietitian.	<input type="checkbox"/>	<input type="checkbox"/>	
Menu grid meets baseline diet daily requirement of 8.5 MJ / 85 g protein minimum or: - 105 kJ/kg and 1.0 g/kg protein (hospitals) - 125 kJ/kg and 1.2 g/kg protein (PSRACS), based on the average weight of the individual health service's specific population.	<input type="checkbox"/>	<input type="checkbox"/>	
Where nutrition provision differs from the baseline diet, the reasons have been documented based on an assessment of the health service population.	<input type="checkbox"/>	<input type="checkbox"/>	

5. Evaluation and quality

Considerations	Yes	No	Actions required / comments
Full menu review (annual for hospitals , twice a year for PSRACS) completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Quarterly tray-line and/or point-of-service quality auditing completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Consumption and food waste audits completed twice a year.	<input type="checkbox"/>	<input type="checkbox"/>	
Quarterly point-of-service patient/resident/family satisfaction audits completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Quarterly feedback sessions for patients/residents representing the health service's population have been completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Patient/resident/family representation reflects the health service population.	<input type="checkbox"/>	<input type="checkbox"/>	
There is equitable access for feedback, with access to interpreters and/or relevant community group representation.	<input type="checkbox"/>	<input type="checkbox"/>	
Quality assurance activities have been documented, and outcomes and actions taken communicated back to relevant stakeholders (e.g. nutrition steering committee, consumer groups involved in feedback processes).	<input type="checkbox"/>	<input type="checkbox"/>	
There is a documented plan for alignment to the IDDSI framework.	<input type="checkbox"/>	<input type="checkbox"/>	
There is a documented process for managing patient/resident/family feedback and complaints, including documentation and communication of outcomes/actions.	<input type="checkbox"/>	<input type="checkbox"/>	
Changes incorporated into the menu based on patient/resident/family feedback have been communicated back to input participants.	<input type="checkbox"/>	<input type="checkbox"/>	



Appendix 8 of the *Nutrition and quality food standards for adults in Victorian public hospitals and residential aged care services*. Please refer to the separate Appendices sections.

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