

## Protocol for CHOs/National Services for Vending Policy Compliance in the Health Services 2020

### CO/ AND

- Chief Officer (CO) and Assistant National Director (AND) receive the HSE Vending Policy 2019 and **vending toolkit here**.
- Implementation of this policy is a key action in the Healthy Ireland Implementation Plans for Community Healthcare Organisations.

### Senior Manager

- CO/AND nominates a senior manager to lead on and be responsible for the implementation of the policy.

### Working Group

- Senior manager identifies a working group to monitor compliance with the policy. For example, the Healthy Ireland Steering Group in the CHO.
- The working group nominates a member of staff to oversee the audit of machines in the CHO.

### CHO Staff Member

- The staff member responsible for overseeing the audit in the CHO identifies a contact person for each site within the CHO that has a machine.
- The staff member communicates the vending toolkit to the site contact person.

### Site Contact Person

- The site contact person identifies the manager who has contracted the services of the vending company.
- This manager is responsible for managing the vending contract on their site.

### Audit Tool

- Each site will conduct an audit of at least one of each type of vending machine (snack, beverage and combination) per year, using the relevant audit tool.
- The audit tool provides guidance on steps to take following an audit. Procedure for reporting audit results to CO/AND may be decided locally.

### HEAL

- To monitor compliance with the policy the Healthy Eating Active Living Programme will annually collate data from vending companies on products and sales and collate data from health services on completion of site level audits. This data will be used to publish assessment of compliance reports and respond to PQ's/FOI requests.

### HBS

- Health Business Service (HBS) Procurement will provide support in relation to issues of compliance with the HSE National Contract for Vending 2015 – 2020.