

Protocol for Hospital Groups for Vending Policy Compliance in the Health Services 2020

CEO

- Chief Executive Officer (CEO) of Hospital Group (HG) receives the HSE Vending Policy 2019 and **vending toolkit here**.
- Implementation of this policy is a key action in the Healthy Ireland Implementation Plans for Hospital Groups.

Senior Manager

- CEO 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 Hospital Group Committee.
- The working group nominates a member of staff to oversee the audit of machines in the Hospital Group.

HG Staff Member

- The staff member responsible for overseeing the audit in the Hospital Group identifies a contact person for each hospital within the Hospital Group.
- The staff member communicates the vending toolkit to the hospital contact person.

Hospital Contact Person

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

Audit Tool

- Each hospital 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 CEO 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.