



# **WRHA Healthy Eating Environments Guideline Implementation Guide**

**Phase 1**

**February 2018**

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## Introduction

Research shows that what we eat can protect us against many chronic diseases. However, our current food environments are not supporting healthy choices. Creating environments that support healthy behaviour has proven to be an effective strategy for population health promotion. Healthcare institutions are in a unique position to role model and commit to the provision of healthy eating environments<sup>1</sup> to support their mandate.

The *WRHA Healthy Eating Environments Guideline* has been developed to ensure that all WRHA sites and events emphasize healthy food choices for staff, volunteers, students and visitors. Other health authorities (e.g. Nova Scotia Health Authority and Alberta Health Services) have successfully implemented healthy eating policies and accepted this as a health leadership responsibility.

The development of the guideline is aimed at:

- supporting WRHA staff and visitors in their efforts to achieve optimal health by providing healthy food choices;
- positioning the WRHA as a role model in supporting healthy eating environments and positive nutrition choices; and
- aligning the WRHA with other health regions in its commitment to healthy eating environments.

The guideline is intended to be implemented in a phased in approach. Three phases are envisioned to work towards our vision of WRHA as a leader in supporting healthy eating environments. Project management support for the development phase was obtained through the Project Management Office of the George & Fay Yee Centre for Healthcare Innovation.

The purpose of this document is to provide guidance to WRHA sites on moving forward with implementation of Phase 1 of the *WRHA Healthy Eating Environments Guideline*. Specifically, the document will provide information about interpretation of the *WRHA Healthy Eating Environments Guideline Nutrition Standards and Procedures- Phase 1* and outline both site and regional responsibilities.

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<sup>1</sup> **Healthy Eating Environment** means the infrastructure and decision-making context that promotes making Healthy Eating choices. Infrastructure refers to all WRHA owned or operated facilities, spaces or equipment involved in food preparation, distribution and consumption for commercial purposes. Decision-making context refers to the procedures, values, norms and leadership that influence or direct food-related activities in the WRHA.

## I. Site Responsibilities

### A. Monitoring

#### i. Self-Assessment / Annual Reporting

A baseline self-assessment must be completed prior to guideline implementation. The self-assessment will be completed utilizing the *WRHA Healthy Eating Environments Guideline Nutrition Standards and Procedures-Phase 1* document and entering the information into the Nutrition Standards Annual Reporting Tool (see the Appendix for a sample of the full Excel spreadsheet). Self-assessment information will be populated in the Baseline Year column (column C) (enter the number of criteria already in place prior to guideline implementation). The self-assessment should be completed by the site lead for the food or retail service contract and/or the contractor. Note that unique annual reporting sheets have been created for cafeterias, coffee shops, vending, catering, gift shops and convenience stores. Complete each as applicable for your site. Please send completed baseline assessments (Nutrition Standards checklist and Annual Reporting Tool spreadsheet) to Lydia Lee, Public Health Nutrition Coordinator ([llee3@wrha.mb.ca](mailto:llee3@wrha.mb.ca)) by May 14, 2018.

Thereafter, annual reporting will be completed by utilizing both the *WRHA Healthy Eating Environments Guideline Nutrition Standards and Procedures-Phase 1* document and the Nutrition Standards Annual Reporting Tool (similar to the self-assessment). The Nutrition Standards Annual Reporting Tool spreadsheet must be completed annually over the five year implementation period and sent to [HEEG@wrha.mb.ca](mailto:HEEG@wrha.mb.ca) by May 14 each year. To populate the document, only indicate the number of criteria completed in the unique calendar year within each category.

### B. Financial Considerations

All WRHA governed sites or facilities must balance fiscal accountability with the benefits of providing a Healthy Eating Environment through a phased in approach, recognizing that there may be financial obligations through required ancillary revenue and/or existing third party contractual agreements. No additional funding will be provided to any WRHA governed site or facility to support the implementation of the *WRHA Healthy Eating Environments Guideline*.

## II. Regional Supports

### A. Standards Interpretation

If you have questions regarding the self-assessment, interpretation of the nutrition standards or require assistance with recipe analysis for the purpose of labelling entrées and products with nutrition information, please contact [HEEG@wrha.mb.ca](mailto:HEEG@wrha.mb.ca). We can help you understand the intent of a standard and connect you with resources for recipe analysis.

## **B. Contractual Obligations**

### ii. Working with Third Parties

Many sites have existing third party agreements for food and/or retail services. For these sites, it is recommended that discussions commence regarding opportunities for the third party to comply with the *WRHA Healthy Eating Environments Guideline*. Even with existing agreements in place, it should still be possible to make progress towards some items in the *WRHA Nutrition Standards and Procedures-Phase 1* (e.g. positioning of drinks in a cooler). Regular meetings with the third party should be scheduled to discuss progress towards the standards with annual targets.

### iii. Negotiating Site Contracts

For new third party contracts for food and/or retail services or those that are up for renegotiation, the *WRHA Healthy Eating Environments Guideline* must be addressed within the contract. Each site is requested to collaborate with WRHA Contracting Services (Kim Reynolds, Senior Contract Specialist [kreynolds4@wrha.mb.ca](mailto:kreynolds4@wrha.mb.ca), 204-926-9238) in developing a Request for Tender that is consistent with the *WRHA Healthy Eating Environments Nutrition Standards and Procedures*.

### iv. Regional Negotiations

Some food services involve a regional contract. Currently the WRHA has an existing third party contract for vending and beverages. In addition, there are food services franchises (e.g. Tim Hortons) that exist in some hospitals. Where these relationships exist, the HEEG Steering Committee will work directly with those third parties to work towards complying with the *WRHA Healthy Eating Environments Guideline*. Periodic updates on progress on the vending, beverage or franchise negotiations will be provided upon request.

## **D. Communication**

A regional communication plan has been developed. Communication tools will be developed for sites to use or adapt. Sites will be notified when they are available.

## **E. Evaluation**

A regional evaluation plan has been proposed. This would be in addition to routine program monitoring by sites. More details will be shared once the development of the evaluation plan is completed and approved.

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Appendix. HEEG Nutrition Standards Annual Reporting Tool (sample sheet for Cafeterias)

| Reporting Tool                       | Nutrition Standards (NS) - # of Criteria             |   |      |      |      |      |      | Criteria Outstanding | Met Goal (5 yr target) |
|--------------------------------------|--|---|------|------|------|------|------|----------------------|------------------------|
|                                      | Yr 1 -5 Only capture # of criteria completed that yr |   |      |      |      |      |      |                      |                        |
| Cafeteria                            | NS Total   | Baseline Yr 0 (Indicate # of criteria in place) | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 5 |                      |                        |
| General                              | 4  |   |      |      |      |      |      | 4                    |                        |
| Beverages                            | 12   |   |      |      |      |      |      | 12                   |                        |
| Food Prepared On-site and Sold Daily | 8  |   |      |      |      |      |      | 8                    |                        |
| Breakfast                            | 5  |   |      |      |      |      |      | 5                    |                        |
| Entrees                              | 13   |   |      |      |      |      |      | 13                   |                        |
| Soup & Sandwiches                    | 7  |   |      |      |      |      |      | 7                    |                        |
| Grab & Go Items                      | 3  |   |      |      |      |      |      | 3                    |                        |
| Baked Goods                          | 8  |   |      |      |      |      |      | 8                    |                        |

|                                   |
|-----------------------------------|
| NS criteria not fully implemented |
| NS criteria fully implemented     |