

WRHA Healthy Eating Environments Policy 2015 Quarterly Reports

January to March

Healthy Eating Position Statement

- Revised and approved by the Regional Operations Committee (ROC) on Feb 9. To be sent to the Board for approval at an upcoming meeting.

Healthy Eating Environments Policy (HEEP)

- Revised with comments from the Steering Committee and PPH Program Committee (Lynda, Lawrence and our VP sponsors)
- Presented to ROC along with a briefing note on Feb 9 as an initial draft that will go through the routine regional policy process. ROC requested an update at their June meeting.

Steering Committee

- Meeting on Jan 27 – reviewed briefing note, draft policy and Healthy Eating Position Statement that was to be sent to ROC on Feb 9. Updates provided from vending meeting with Jim Jackson and environmental scan meetings with Alberta Health Services and Capital Health Halifax.
- Monthly meetings since have been cancelled, as we prepare to include a greater diversity of stakeholders supported by ROC
- Lisa and Lydia met to identify gaps in stakeholders and connected with sites that required potential stakeholders
- Terms of Reference reviewed – membership expanded and sent to Steering Committee for comments.
- Project Management Office support requested and granted for a 4-6 month period with the outcome of policy approval by ROC.

April to June

HEEP Project Team

- Albert Mota, Project Manager, began working with the HEEP Project Team
- Project Team members: Lisa Richards (Project Sponsor), Lydia Lee (Project Lead), Albert Mota (Project Manager), Colleen Einarson Rand, Julia Gomes (HSC Retail Food Service), Caitlin Keyzer, Mike Daly (WRHA Communications), Lisa Benson (WRHA Finance), Laurie Ringaert (CHI Knowledge Translation Platform)
- Weekly Project Team meetings held
- Developed Project Management Office Project Initiation Request

Healthy Eating Position Statement

- Submitted to the Board for their meeting on April 28. It was deferred to the meeting on May 26.
- Approval of the position statement was deferred due to concerns and a request for more information related to the Healthy Eating Environments Policy: impacts on retail food services, support from sites, potential approaches to providing healthy choices, as well as time lines for implementation of a policy on healthy eating.

HEEP Policy & Nutrition Guidelines

- Developed Nutrition Guidelines Guiding Principles

Stakeholder Advisory Committee

- First meeting held on June 22 – the project team presented an overview and rationale for the project to the new committee
- Project Team debriefed about the meeting

Stakeholder Consultations

- Began development of interview guide for site meetings
- Lydia met with Shelagh Graham (Healthy Built Environment Specialist, Physical Activity Promotion Team) regarding her experience with conducting a WRHA all-staff survey in preparation for the HEEP WRHA staff survey

July to September

HEEP Project Team

- Biweekly project team meetings held
- Biweekly core project team meetings held with the project sponsor, project lead and project manager
- Laurie Ringaert left the project team
- Phone meeting held with Maxine Meadows (lead for the MB School Nutrition Policy) regarding lessons learned in the development and implementation of the MB School Nutrition Policy
- HEEP Project Charter finalized
- SharePoint website was created to facilitate file sharing among project team members

Policy

- Developed a draft of the Healthy Eating Environments Policy for stakeholder consultation. Reviewed by the project team and feedback was incorporated.

Nutrition Guidelines

- Formed the HEEP Nutrition Technical Advisory Committee (NTAC) with subject matter experts (dietitians) from public health and food service: Lydia Lee (chair), Colleen Einarson Rand, Rosemary Szabadka (public health dietitian), Alexis Oliver (food service manager at the Grace).
- Two meetings held on July 15 and Sept 23
- Categorized recipes from HSC and Grace based on results of recipe analysis by an intern. Nutrition information was compared to nutrition standards from Halifax and Calgary.
- Developed first draft of the Nutrition Guidelines for stakeholder consultation. Guidelines were reviewed by NTAC members and the project team. Revisions made based on feedback.
- A library literature scan/search request on measuring foods offered in food service was completed

Stakeholder Consultations

- Developed interview guides for different stakeholder consultation groups – sites, dietetic practice councils, contracted food service companies, facilities and support services
- Contacted Volunteer Services Managers at each site regarding their responsibilities related to retail food (i.e. gift shops, vending, etc.)
- Sent a memo regarding the upcoming HEEP stakeholder consultation site meetings to WRHA acute care site contacts to facilitate scheduling site meetings
- Developed a draft of the survey for staff, students and visitors. Reviewed by Evaluation (Catherin Charette), the Epidemiology & Surveillance team (Chris Green and Debbie Nowicki) and the project team. Revisions were made based on feedback. Survey was posted on Survey Monkey.
- An email was sent to “low impact” stakeholders with the draft policy attached and a link to an online survey regarding their level of support for the policy. Feedback was collected over a two week period.
- Met with Logistics (Tracy Dunne, Contract Specialist and Tony Nascimento, Contract Analyst) on Aug 31 to discuss their involvement and WRHA contracts impacted by the policy
- The following stakeholder consultation meetings were held
 - Dietitians:
 - Primary Care Dietetic Practice Council meeting (Aug 26)
 - Dietetic Clinical Leadership Team Meeting (Sept 9)
 - Public Health Nutrition Practice Council meeting (Sept 14)
 - Long Term Care Dietetic Practice Councils (Sept 15, 16)
 - Acute Care Sites:
 - Victoria General Hospital (Sept 21)
 - St. Boniface General Hospital (Sept 25)
 - Seven Oaks General Hospital (Sept 30)
 - Contracted Food Service Companies:
 - Food Systems Management (Sept 11)
 - Compass Morrison (Sept 18)
 - Aramark (Sept 29)
 - Other:
 - Long Term Care Leadership Meeting (Sept 16)
 - Patient Advisory Council (Sept 16)
 - Facilities & Support Services (Sept 17)
 - WRHA Chief Financial Officers Meeting (Sept 25)
- A Med 4 student completed a project identifying preliminary key themes from the notes from stakeholder consultation meetings held to date

Evaluation Subcommittee

- First meeting held on July 13. Began discussion regarding evaluation of an emerging policy and scope
- Members: Catherine Charette (CHI Evaluation Platform), Lisa Richards, Lydia Lee

October to December

HEEP Project Team

- Biweekly project team meetings held
- Biweekly core project team meetings held with the project sponsor, project lead and project manager
- Shelley Hopkins (Divisional Director, Finance) replaced Lisa Benson on the project team

Policy

- Revised the policy based on results of the stakeholder consultations and input from the project team and stakeholder advisory committee

Nutrition Standards

- Kerri Cuthbert (public health dietitian) replaced Rosemary Szabadka on the NTAC. Lisa Richards joined the NTAC.
- Nov 16 meeting – stakeholder consultation update, discussion regarding the end vision of the nutrition guidelines and implementation tools
- Dec 8 meeting – discussion focused on the key issues and end points in the nutrition guidelines/standards
- Revised the Nutrition Standards (previously called the guidelines) based on the results of the stakeholder consultations, discussions of the NTAC and input from the project team.

Stakeholder Advisory Committee

- Meeting held on Oct 19
 - Terms of Reference accepted by the committee
 - Case study presentation by Casie Nishi, Executive Director of the Wellness Institute
 - Presented the preliminary key themes from the stakeholder consultations conducted to date
 - Update and discussion regarding the surveys
- Meeting held on Dec 14
 - Presented the preliminary results of the staff and students online surveys
 - Revised version of the policy was shared
 - Provided update on revised guidelines/standards
 - Facilitated brainstorming activity to develop implementation phases

Stakeholder Consultations

- Developed interview guides for meetings with Quality Vending, Pepsi and Personal Care Homes (PCHs)
- Completed questionnaires from the Primary Care Dietetic Practice Council and Dietetic Clinical Leadership Team meetings were entered into Survey Monkey for analysis by a volunteer
- The following stakeholder consultation meetings were held
Sites:
 - Grace General Hospital (Oct 2)
 - Pan Am Clinic (Oct 6)
 - Deer Lodge Centre (Oct 6)
 - Riverview Health Centre (Oct 7)
 - Churchill Health Centre (Oct 7)

- Misericordia Health Centre (Oct 9)
- Health Science Centre (Oct 21)
- Rehabilitation Centre for Children (Oct 26)
- Concordia Hospital (Oct 28)

Contracted Food Service:

- Quality Vending (Oct 27)
- Pepsi (Nov 10)

Dietitians:

- Acute Care Dietetic Practice Council (Oct 14)

Other:

- Personal Care Homes (Dec 22)

- Surveys

- Developed three surveys for WRHA staff, students, volunteers and visitors from the original survey: 1) staff, 2) students, 3) point of sale. Feedback was collected from the project team, Evaluation, Patient Advisory Council and Stakeholder Advisory Committee and incorporated into the surveys. All three surveys were posted on Survey Monkey.
- Developed paper versions, along with WRHA Communications, of the staff and point of sale surveys
- Surveys were printed and disseminated to the survey site contacts for distribution
- The staff survey link was disseminated by Audrey Kuny (admin support to Glen McLennan) to directors and managers to staff, as well as through survey site contacts.
- The student survey link was disseminated to contacts in the Faculty of Health Sciences to Med 1-4 students and Nursing (Year 3 and 4?) students. The link also went to medical faculty.
- Surveys were open from Nov 17-Dec 2. They were promoted in Health Care Connections (Nov 18, 25) and Inspire.
- Paper copies of the staff and point of sale surveys were entered into Survey Monkey.
- Survey responses: staff and volunteers - 2557, students – 164, point of sale – 134

- Stakeholder Consultation Report written summarizing the results of the stakeholder consultations and surveys

Evaluation Subcommittee

- Kerri Cuthbert (public health dietitian) joined the Evaluation Subcommittee
- Nov 9 meeting – began brainstorming evaluation questions
- Nov 23 meeting – continued discussion on evaluation questions and as well as the purpose of the evaluation

Communications

- A communications plan was drafted based on Sarah Kirby's (previous project manager) communications plan
- Mike, Caitlin and Lydia met to discuss additions to the communications plan and FAQs (Nov 25)
- Revisions were made to the Communications Plan based on feedback from the project team