Contract specification for the appointment of

Authorised Person – (Hospital Food and Drink Safety)

**Introduction**

East and North Hertfordshire NHS Trust (ENHT) are seeking to employ an Authorising Person (Hospital Food and Drink Safety) to support the Trusts’ commitment of achieving and maintaining safety and compliance.

The initial contract will be for a period of 3 years with the option to extend for a further 2 years up to a maximum of 5 years from the contract commencement date.

**Service Specification:-**

The specified role and responsibilities of the Authorising Person will be as described within the New National Standards for Hospital Food and Drink safety and other associated guidance and regulations governing the safety and compliance of Food and Drink.

The Authorising Person will be independent of the Trust and their Service Provider(s) ensuring a totally independent non-bias approach to providing support, guidance, and recommendations with the focus of achieving evidenced based compliance and safety.

**Responsibilities for food safety specialist:-**

* Review the Trusts effective leadership of patient feeding and nutrition across all departments.
* Help the Trust to develop a food and drink strategy that looks to increase the level of patient, staff and visitor satisfaction with their food and drink service.
* Review how the Trust captures how the organisation addresses safe delivery of nutritious and quality food and drink for patients; how healthier food and the right environment for staff and visitors are provided; and embeds sustainable practices in its service, such as buying food more sustainably and wasting less.
* Review how the trust reports to the board on food and drink performance and what targets it has established and how these are monitored.
* Assist with the annual returns required by NHS organisations to provide evidence of compliance with the Food and Drink Standards, that will form part of PAM return.
* Look at the role of a dedicated food service dietitian. This role should be the main interface between catering and clinical services, ensuring constant communication and co-operation between the relevant teams, as well as playing a leading role on the food and drink strategy.
* Support the development and testing of new products, automation equipment and creation of systems and procedures designed to improve the operation, reliability or convenience of all food preparation operations.
* Lead and support site Quality & Food Safety teams in project accountabilities, mentoring site teams where appropriate.
* Be the Trust advisor for all regional Quality and Food Safety related projects & activities.
* Help the Trust establish a structured learning framework, appropriate to their regional demographics and patient acuity, and ensure it is supported at board level to ensure all team members are appropriately trained.
* Review the current food safety and occupational safety training programs within the Catering Department to ensure they meet the legal requirements.
* Manage and support existing food safety programs and emerging priorities.
* Conduct internal audits following a strict standard based on the Trust’s SOPs and HACCP plan.
* Audit the Trusts compliance with 10 key characteristics of ‘good nutrition and hydration care’
* Complete required internal assessments & audits against NHS standards, help to develop corrective/preventive actions and complete required validation and verifications of the system
* Periodically review and update Trust Food Safety & HACCP documentation
* Acts as in house expert and primary interface with regulatory agencies, corporate and other third party audits

**People Skills**

* Ability to communicate technical and non-technical information to various levels
* Ability to foster an environment where innovation and cooperation are used to solve problems
* Ability to influence management & enable the activities of catering teams

**Qualifications for food safety specialist.**

* Bachelor’s degree or equivalent professional qualification in Environmental Health or Food Safety/Technology with at least five (5) years’ experience in healthcare foodservice operations.
* Experience of working in the food industry especially in Cook Chill and Central CPU operations.
* Experience of New National Standards for Hospital Food and Drink safety & Nutrition Standards.
* Knowledge of NHS Patient/Ward Feeding Standards
* Qualification & experience in delivering Food Safety Training preferably with access to a training centre such as Highfields.
* Knowledge of IT food procurement and management systems such as Saffron.
* Experience of working closely with enforcement officers.
* Active member of a relevant professional body.