

Management of a Recall-Alert Checklist for Food

Food: <i>Notification of food recalls/alerts may directly come from vendors, suppliers &/or other sources e.g.) Canadian Food Inspection Agency, Patient Safety Coordinator. To formalize a consistent approach to food recalls/alerts for Nutrition and Food Services (NFS) follow the checklist.</i>	RESPONSIBILITY			
	Staff	Lead NFS/designate Including affiliates	Manager-Nutrition & Food Services/ designate	Patient Safety Coordinator
INTAKE				
<input type="checkbox"/> Forward any received recalls or alerts to: recallalert@southernhealth.ca .	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Check for new recalls and alerts at recallalert@southernhealth.ca email account daily.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/> Discuss recall/alert and distribution as applicable.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/> Create the Southern Health-Santé Sud Recall/Alert Form.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/> Add the title of the Recall/Alert to the Collaborative Work Site (CWS) → Recalls and Alerts → Alerts and Recalls Master Tracking Log.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/> Record the next assigned number according to the Alerts and Recalls Master Tracking Log to the left side of the header on the Recall/Alert Form i.e.) 2022-45	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/> Create a file folder on the CWS → Recalls and Alerts and upload the newly created Recall/Alert Form using the following nomenclature i.e.) ALERT – Kraft Peanut Butter-Oct-4-22 &/or RECALL – Kraft Peanut Butter-Oct-4-22	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
DISTRIBUTION				
<input type="checkbox"/> Forward the Recall/Alert Form to the Manager-Nutrition and Food Services (NFS)/Designate indicating email priority level in the subject line i.e.) Priority High, Priority Medium, Priority Low	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/> Manager-NFS creates a new file folder under the Nutrition- FoodServices shared drive → Recall Alerts folder → YYYY-MM-DD name of recalled product i.e.) 2022-10-04 Kraft Peanut Butter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Manager-NFS creates a Final Report in excel specific to the initiated Recall/Alert Form and adds this document to the same file folder.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Manager-NFS forwards the Recall/Alert Form to the NFS Team members including affiliate/ community owned not for profit proprietary sites.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
FOLLOW-UP				
<input type="checkbox"/> Complete the required action(s) outlined in the Recall/Alert Form.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Complete the form and save it directly to the Nutrition- FoodServices shared drive → Recall Alerts folder → YYYY-MM-DD name of recalled product i.e.) 2022-02-04 Kraft Peanut Butter within 7 days unless otherwise stated.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Complete the Final Report excel document in the same file folder by entering site actions and date the recall/alert form was completed for your site.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Ensure all sites have completed the Recall/Alerts Form and the Final Report excel document.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Submit the Recall/Alert Final Report excel document only for the specified food recall/alert to recallalert@southernhealth.ca to indicate program responses.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Follow-up on any responses that are not received by the due date as soon as possible.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<input type="checkbox"/> Checks recallalert@southernhealth.ca email for responses daily.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/> Logs received responses to the CWS → Alerts and Recalls → Alerts and Recalls Master Tracking Log.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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<input type="checkbox"/> Upload the received Final Report excel document to the original recall/alert file folder.				<input checked="" type="radio"/>
<input type="checkbox"/> Closes the recall/alert file when <u>all</u> responses have been received.				<input checked="" type="radio"/>
MONITORING				
<input type="checkbox"/> Prepare a monthly report: <ul style="list-style-type: none"> - Listing open and closed recalls/alerts including pending site/program responses. - Upload the monthly report to CWS→ Recalls and Alerts →Alerts and Recalls Tracking Log Reports. - Email the link and pdf copy of the monthly report to Administrative Assistant - Quality, Planning & Performance for posting to the Health Provider Site along with the Admin Update. 				<input checked="" type="radio"/>