OUT OF HOURS PROJECT PLAN - DRAFT VERSION

OUT	OF HOURS PROJECT PLAN - DRAFT VERSION																																											
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					Jul-20	_	Au	;-20		Sep-2	20	(Oct-20		Nov	v-20	_	Dec-2	D	1	Jan-21		Fe	b-21		Mar	-21	<u> </u>	Apr-21			May-21		Jur	n-21	_	Jun-2	1		Jul-21		Au	ıg-21	4
ID	Workstream	Status	Task Owner	1	2 3	4	1 2	3 4	1	2	3 4	1 2	3	4 1	2	3 4	1	2 3	4	1 2	2 3	4 :	1 2	3 4	4 1	2	3 4	1	2 3	4	1	2 3	4	1 2	3 4	1	2	34	1 2	з	4	1 2	3 4	L
	GOVERNANCE - RECOVERY																				-				-				-					'	\vdash	-				+	\vdash	+	\vdash	+
G01	Project Board / PB Meetings schedule completed	TBC	PMO																																									1
G02	PB Terms of Reference refreshed/updated	TBC	PMO																																							-		1
G03	Terms of Reference PB approved	TBC	Project Board																																									1
G04	PID refreshed/updated	TBC	PMO																																									1
G05	PID approved	TBC	Project Board																																									Ι
	Project Plan revised	TBC	PMO																																									
G07	Project Plan approved	TBC	Project Board																																									
	Projects / Workstreams re-established	TBC	PMO																																						\square			
G09	Revisit with Workstream Leads completed	TBC	PMO																																									
																																									\square			
	GOVERNANCE																																								\square			
G10	NHS Board Project approval	Completed	Maria Docherty																																						\square			
G11	Project Team & Governance established	Completed	Maria Docherty/PMO																																									
G12	Terms of Reference, Membership and Quorate agreed	TBC	Maria Docherty/PMO																																									
G13	PID developed and signed off	Completed	Maria Docherty/PMO																																									
G14	Project Plan developed	Completed	Maria Docherty/PMO																																									
G15	Project Plan approved by Project Board	TBC	Project Board																																									
G16	Workstreams identified & set up	Completed	Maria Docherty/PMO																																									
G17	Population Health & Governance Committee Project approval	Completed	Maria Docherty/PMO																																									
G18	Healthcare Quality Assurance & Improvement Committee (HQAIC) Project approval (May 2020 meeting)	On Track	Maria Docherty/PMO																																									ſ

ID	West stars are	0	Test	Jul-20		Aug-20		Sep-20	1	Oct	:-20	N	Nov-20		Dec-20		Jan-21		Feb	-21	N	lar-21		Apr-21		May-2	21	Jur	n-21	Ju	un-21		Jul-21		Aug-21
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WORK	FORCE																																	_	
MEDIC	CAL WORKFORCE:																																		
W01 Works	tream Group to look at medical workforce & requirements established	Completed	lain Hathorn																																
W02 Recrui	tment & Retention - Recruit staff for identified new posts completed	On Track	lain Hathorn																															-	
W03 Retent	ion needs considered	On Track	lain Hathorn																															-	
Standa W04 service	ardisation of T&Cs of OOH GPs completed (to ensure more GPs into	On Track	lain Hathorn																																
	with GP Fellowship Scheme progressed	TBC	lain Hathorn																												++		++		+++-
	ue to work with NES & NHSL Lead for medical teaching	On Track	lain Hathorn																												++		++		
	de le Weik Milittlee e Hittee Eede let modical tedening	on naon	idiir ridd ionn										-																		+		++		
NON	IEDICAL / CLINICAL WORKFORCE:																														++-		++		
Works	tream to look at all clinical Nursing & AHP workforce & requirements																														+ +		-		
W07 establi	shed	Completed	Lynsey Sutherland																												++		\rightarrow		
					+				+													+	+			+	+				++		\rightarrow	_	+
	ATRIC NURSE PRACTITIONER:								+												+		+	+		+	+			+	++		++	\rightarrow	+++
W08 comple	6 Paediatrics Nursing Job Description & Personal Spec comparisson ated, reviewed & updated	On Track	Lynsey Sutherland																																
W09 Paedia	atrics Competency Framework refreshed	On Track	Lynsey Sutherland																																
			Lynsey Sutherland / Senior Charge																																
W10 Paedia	atrics eCOR submitted	On Track	Nurse																																
			Pamela Buddy / Senior Charge																																
W11 Paedia	atrics recruitment completed	On Track	Nurse																																
																															++		\rightarrow		
	E PRACTITIONER:																								_								\rightarrow		
W12 review	Practitioner Job Description & Personal Spec comparisson completed, ad & undated	On Track	Lynsey Sutherland																																
	Practitioner Competency Framework refreshed	On Track	Lynsey Sutherland				-		+ +		_												+ +		-	+		-			++-+-	+ +	++		+++-
W13 140130		On Hack	Lynsey Sutherland /																														++		
Marca Nivers	Practitioner eCOR submitted	0	Senior Charge																																
W14 Nurse		On Track	Nurse Pamela Buddy /																												++-		++		+++-
			Senior Charge																																
W15 Nurse	Practitioner recruitment completed	On Track	Nurse																												++		\rightarrow		\square
												+									+					+				+	++		++	\rightarrow	+++-
ADVA	NCED NURSE PRACTITIONER:		Lunnau Cutherland /				_				_		_																		+		\rightarrow	\rightarrow	+++-
			Lynsey Sutherland / Senior Charge																																
W16 Advan	ced Nurse Practitioner eCOR submitted	On Track	Nurse																																
			Pamela Buddy /		$ $ \top	ΙT			ΙΓ	T								Ιſ				Ιſ	ΙT	ΙT		ΙΓ	ΙT					ΙT			
W17 Advan	ced Nurse Practitioner recruitment completed	On Track	Senior Charge Nurse																																
		01111001																				1 1									+ +		++		
SENIC	R ADVANCED NURSE PRACTITIONER:																																++	-	
			Lynsey Sutherland /																																
	Advanced Nurse Practitioner eCOR submitted	0. 7.1	Senior Charge Nurse																																
W18 Senior	Auvanceu Nurse Pracilioner eCOR Submilleu	On Track	Pamela Buddy /						+				_					+				+ +	+		_	+	+			+ +	++		++	+-	+++-
			Senior Charge																																
W19 Senior	Advanced Nurse Practitioner recruitment completed	On Track	Nurse																																
							Τ						T																					T	

W20	Further required posts agreed (following approval of Clincial Model)	On Track	Lynsey Sutherland																	
	SUPPORT STAFF																			
	Workstream Group to look at all support staff workforce & requirements																			
W21	established	Completed	Pamela Buddy																	
			Pamela Buddy /																	
W22	Workforce Planning Tool identified	TBC	Michelle Bell																	
W23	Recruitment & Retention - Recruit staff for identified new posts completed	TBC	Pamela Buddy																	
W24	Retention needs considered	TBC	Pamela Buddy																	
W25	Service improvements considered	TBC	Pamela Buddy																	

ID Workstream	Status	Task Owner	Jul-20	Aug-20	Sep	-20	Oct-20	Nov-20		Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	Ma	-21	Jun-21	Jun-21	Jul-	1 Aug-2	21
		Task Owner	1 2 3 4	1 2 3	4 1 2	3 4 1	2 3 4	1 2 3	4 1	2 3 4 1	2 3 4	1 2 3	4 1 2 3	4 1 2 3	4 1 2	3 4 1	2 3 4	1 2 3	4 1 2	3 4 1 2	34
CLINICAL MODEL, QUALITY IMPROVEMENT MEASURES & SOP REVIEW	V	here the the second																			
CM01 Workstream Group to develop Clinical Model established	Completed	lain Hathorn / Lynsey Sutherland																			
CM02 Clinical Model developed	On Track	lain Hathorn / Lynsey Sutherland																			
CM03 Clinical Model approved	On Track	lain Hathorn / Lynsey Sutherland																			
		lain Hathorn /																			
CM04 Clinical Model Implementation Plan developed	On Track	Lynsey Sutherland lain Hathorn /																			
CM05 Clinical Model roll out completed	On Track	Lynsey Sutherland Iain Hathorn /							+ $+$ $+$												+
CM06 Referral Processes: Triage & Referral & Sign Posting	TBC	Lynsey Sutherland																			\downarrow
			Jul-20	Aug-20	Sep	-20	Oct-20	Nov-20		Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	Ma	-21	Jun-21	Jun-21	Jul-3	11 Aug-2	21
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MEDICAL TRAINING & DEVELOPMENT																					
T01 Workstream Group to develop Medical Training Approach established Use of workforce Planning Tools agreed (e.g. engage with staff via	On Track	John Henderson John Henderson /																			
T02 questionnaire) T03 Content of Medical Training Materials for Target Audience(s) agreed	TBC On Track	Pamela Buddy John Henderson							+ $+$ $+$												
T04 Medical Training Documentation produced	On Track	John Henderson																			
T05 Medical Training Documentation approved T06 Roll Out Plan for Medical Training Sessions agreed	On Track On Track	John Henderson John Henderson																			
	Unitiduk	Contraction																			
ID Workstream	Status	Task Owner	Jul-20	Aug-20	Sep		Oct-20	Nov-20		Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	Ma		Jun-21	Jun-21	-lut		
PREMISES / TRANSPORT			1 2 3 4	1 2 3	4 1 2	3 4 1	2 3 4	1 2 3	4 1	2 3 4 1	2 3 4	1 2 3	4 1 2 3	4 1 2 3	4 1 2	3 4 1	2 3 4	1 2 3	4 1 2	3 4 1 2	3 4
PT01 Car renewal Workstream Group established		Pamela Buddy/Lesley																			
	On Track	Robertson																			
PT02 Current Car Equipment / Technology & Models reviewed		Pamela Buddy/Lesley																			
PT03 Additional Occupancy - SOP for additional Rooms produced	On Track	Robertson Pamela							+ $+$ $+$												
	On Track	Buddy/Lesley Robertson																			
	On Hack	Robertaon																			
ID Workstream	Status	Task Owner	Jul-20	Aug-20	Sep	-20	Oct-20	Nov-20		Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	Ma	-21	Jun-21	Jun-21	Jul-	11 Aug-2	1
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I01 Attend Anywhere - areas to include in Test of Change agreed	Completed	Pamela Buddy																			
I02 Attend Anywhere - project plan form completed	On Track	Pamela Buddy/ Josephine Reilly																			
103				+ $+$ $+$ $+$				+ $+$ $+$ $+$	+ $+$ $+$		+ $+$ $+$ $+$										
I04 Remote Access for OOH's Clinicians carrying out Home Visits reviewed I05 Alternative Systems / Solutions identified	On Track	Pamela Buddy																			
106 Ongoing Upgrade of Adastra System discussions completed	On Track On Track	Pamela Buddy Pamela Buddy																			
I07 iPads for Test of Change purchased	Completed	Pamela Buddy																			
I08 Attend Anywhere Test of Change completed I09 Attend Anywhere Test of Change reviewed	On Track On Track	Pamela Buddy Project Board																			
110 Attend Anywhere Implementation Plan produced	On Track	Pamela Buddy																			\square
ID Workstream	Status	Task Owner	Jul-20	Aug-20	Sep	-20	Oct-20	Nov-20		Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	Ma	-21	Jun-21	Jun-21	-lut	1 Aug-2	21
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FINANCE F01 Finance representative agreed	Completed	Pamela Buddy		+					+		+ $+$ $+$ $+$	+++							+++		++
F02 Monthly Budget Meetings with Finance (ongoing throughout year)	On Track	Pamela Buddy / Lovepreet Singh																			
Company suggermoungs marring into (ongoing into group year)	Unitatik	Loroprost olign																			++
			Jul-20	Aug-20	Sep	-20	Oct-20	Nov-20		Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	Ma	L21	Jun-21	Jun-21	Jul-	11 Aug-2	21
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HR			2 2 3 4	·			2 3 4	1 2 3							~ 1 2		4			1 2	
HR01 Processes for gaining access for Bank Staff reviewed: • ANP																					
NPs		Pamela Buddy/																			
Clinical Support	On Track	Alison Young							+ $+$ $+$												++
			Jul-20	Aug-20	Sep	-20	Oct-20	Nov-20		Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	Ma	-21	Jun-21	Jun-21	Jul-	1 Aug-2	21
ID Workstream	Status	Task Owner																		3 4 1 2	
COMMUNICATIONS C01 Stakeholder Analysis completed		Craig McKay/				\square					+++					\square					\square
	On Track	Angela Lawrie																			
C02 Communication & Engagement Strategy developed C03 Robust Communication Processes to be put in place to raise awareness of	On Track	Craig McKay Craig McKay		++++				+ $+$ $+$		+++	+ $+$ $+$ $+$	+++	+ + + -	+++					+++	++++	++
OOH's Services completed C04 Engagement with Support Partners completed (e.g. NHS24, SAS, AHPs,	Completed	/Pamela Buddy Craig McKay		+				+++	+++	+		+							+	+	++
Acute Services)	TBC	/Pamela Buddy																			

C05 Staff Eng Drivers, A	agement completed (Medical, Non-Medical & Support Services e.g. dmin etc.)	TBC	Craig McKay /Pamela Buddy																														
C06 Staff Surv	vey issued & monitor responses completed	TBC	Pamela Buddy																														
ID	Workstream	Charterin	Task Owner	Jul-2	20	Aug-2	0	Sep-20		Oct-20		Nov-20		Dec-20		Jan-21	1	Feb-2	11	Mar	r-21	Ap	r-21		May-21		Jun-21	4	un-21		Jul-21	A	Aug-21
U	workstream	Status	Task Owner	1 2	3 4	1 2 3	3 4	1 2 3	4 1	2 3	4 1	2 3	4 1	2 3	4 1	2 3	4 :	12	3 4	1 2	3 4	1 2	3 4	1	2 3	4 1	2 3	4 1 2	34	1	2 3 4	1 2	2 3 4
EVALUA	TION																																
E01 Ongoing	Evaluation of Telephone Pilot	TBC	Helen Alexander																														
E02 Other are	as of Evaluation identified	TBC	Pamela Buddy																														
E03 Attend An	where Evaluation Report produced	On Track	Helen Alexander																														