

CCDHB CCDM Programme Annual Plan 2019-20

Last Updated: 11/07/19

By: Emma Williams

Key:	P	IP	C	<30	30-60	>60
	Planned	In progress	Completed	Less than 30 days over	30-60 days over	greater than 60 days over

Standard	No.	Main steps	Resource required	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1. Governance	1	Continue to work in accordance with the partnership charter. Maintain regular partnership 'check ins' as part of monthly CCDM Council agenda. Clear communications around expectations to other groups for partnership i.e. Local Data Councils (LDC's), CCDM work streams.	CCDM Council												
1. Governance	2	Ensure new Council members have full CCDM education, orientation to the programme and understand the principles of working in partnership.	CCDM programme manager												
1. Governance	3	Maintain CCDM webpage for all CCDHB staff and unions - ensuring internal and external availability.	CCDM programme manager												
1. Governance	4	CCDM Council to monitor Core Data Set (CDS) and takes action to remedy variance.	CCDM Council												
1. Governance	5	Set up and continue to develop current Local Data Councils (LDC) according to documented implementation plan.	CCDM programme manager												
1. Governance	6	CCDM Council makes decisions on recommendations of established work groups and monitors progress against work plan.	CCDM Council												
1. Governance	7	Use agreed framework for complex decision making at CCDM Council (notably FTE calculation recommendations).	CCDM Council												
1. Governance	8	Submit progress report to CCDM Governance group 3/12, and act upon any recommendations from the Governance group	CCDM programme manager												
1. Governance	9	Complete full CCDM standards assessment as directed by the CCDM Governance Group.	CCDM Council												
1. Governance	10	CCDM partnership maintains resources required to ensure plan can be fully implemented by 2021 for nursing and midwifery.	CCDM Council												
1. Governance	11	CCDM partnership to assess resources required to ensure plan can be fully implemented within timeframes for allied health.	CCDM Council												
1. Governance	12	Undertake partnership workshop annually and as required and implement any suggested changes to partnership way of working.	CCDM Council												
1. Governance	13	Review Terms of Reference and Partnership Charter for CCDM Council annually.	CCDM Council												
2. Validate patient acuity tool	14	CCDM Council to oversee governance of TrendCare.	CCDM Council												
2. Validate patient acuity tool	15	CCDM Council oversees and monitors TrendCare data quality.	CCDM Council												

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2. Validate patient acuity tool	16	CCDM Council monitors progress of TrendCare work plan ensuring alignment with CCDM and Gold Standards and directs the TrendCare operational group accordingly.	CCDM Council												
2. Validate patient acuity tool	17	CCDM partnership maintains TrendCare resources required to ensure plan can be fully implemented by 2021 for nursing and midwifery.	CCDM Council												
2. Validate patient acuity tool	18	CCDM partnership to assess and recommend to ELT resources required to ensure Allied Health Acuity Capture (AHAC) can progress.	CCDM Council												
3. Core data set	19	Completion of full core data set including all 23 metrics.	CCDM programme manager												
3. Core data set	20	CCDM Council to oversee and monitor the core data set.	CCDM Council												
3. Core data set	21	Data literacy education for CCDM stakeholders.	CCDM programme manager												
3. Core data set	22	Recognise areas of success and identify areas of specific concern and formulate an action plan to address.	CCDM Council												
4. FTE calculation	23	Ensure 3 year programme plan is on schedule for FTE calculations. Refer to detailed plan (Tab 3)	CCDM Council												
4. FTE calculation	24	Staffing methodology education for Council members, union delegates and other key stakeholders as required.	CCDM programme manager												
4. FTE calculation	25	Ensure FTE calculations follow the standard operating procedure.	CCDM Council												
5. Variance response management	26	CCDM Council to monitor monthly and review recommendations from VRM work stream for action and improvement.	CCDM Council												
5. Variance response management	27	Continue current review of VRM suite of tools within IOC and identify refinements required.	CCDM programme manager												
5. Variance response management	28	Implementation and maintenance of Capacity at a Glance screens and variance indicator scoring improving organisation wide variance response as per the variance response management work plan.	CCDM Council/CCDM programme manager												
5. Variance response management	29	Review and agree organisational wide Standard Operating Procedures (SOPs) for VRM.	CCDM Council												
5. Variance response management	30	CCDM Council signs off SOPs for IOC and DHB wide VRM implementation.	CCDM Council												