| | | KEY | | | | | | | | | |
|-----------------|----|---|-----------------------|--|-----------|----------|-----------|--------|---------|--------|--|
| Capital & Coast | | Activity scheduled | | | | | | | | | |
| | | Activity completed | | | | | | | | | |
| | | Activity on schedule | | | | | | | | | |
| | | Activity 30 days behind plan | | | | | | | | | |
| | | Activity 60 days behind plan | | | | | | | | | |
| | | Activity greater than 90 days behind plan | | | | 2010 | | | | | |
| | | TrendCare Annual Work Plan 2018 | | | | <u> </u> | | 2018 | | | |
| | | | Key resource required | Accountability | JANFE FEB | MAR | APR MAY J | UN JUL | AUG SEP | OCT NO | |
| | | Confirm membership and roles of Operational Group. Review TOR to meet TrendCare Gold Standards | Operational Group | Operational Group | | | | 1 | | | |
| | | and CCDM Standard 2. TOR to be signed off by Operational Group. Review Tok to free the dcare Gold standards | Operational Group | Operational Group | | | | | | | |
| DVERNANCE | 2 | Align TrendCare Coordinator job description. Review Coordinator hours to ensure effective in role. | Operational Group | IOC Director | | | | | | | |
| | 3 | Develop log to highlight issues to CCDM Council. To include issues with interface systems. | Operational Group | TC Coordinator | | | | | | | |
| | | Complete and endorse TrendCare User Guidelines incl. maternity and mental health. | Operational Group | TC Coordinator | | | | | | | |
| | | Review postion descriptions for Managers - consider KPI's to meet TrendCare business rules. | Operational Group | IOC Director/Ops Managers | | | | | | | |
| | | TrendCare data to be incorporated into CNM/CMM meetings. | Operational Group | TrendCare Coordinator | | | | | | | |
| MAINTENANCE | 7 | Ensure monthly maintenance plan is completed (plan as attached) | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| | | System upgrade to 3.6 within 3 months of release. | CCDM Council | IOC Director/Manager | | | | | | | |
| | 9 | Daily/ weekly/ monthly allocate staff screen and actualisation checks. | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| | 10 | HPPD check against benchmarks for all areas and reported to Operational Group and CCDM Council. | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| GOLD STANDARDS | | Annual IRR testing of ALL DHB users. | Operational Group | TrendCare Coordinator | | | | | | | |
| | | Data sharing for all users. | Local data councils | | | | | | | | |
| | | Annual assessment against Gold standards. | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| | 14 | Analysis of delayed/late discharges - reported monthly. | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| CCDM STANDARD 2 | 15 | Review of Annual Work Plan at each operational group meeting - all risks to be elevated to CCDM Council. | Operational Group | Operational Group | | | | | | | |
| | 16 | Monthly report to CCDM Council | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| EDUCATION | 17 | Provide introduction to new graduate nurses. | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| | 18 | Provide one on one education to newly employed Operations Managers CNM/CMMs as required. | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| | 19 | IRR testing - refresher sessions for IRR testers and as required. | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| | 20 | Offer education to CNM/CMMs on report interpretation. | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| | 21 | Mental health implementation education as role out continues. | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| | | Ongoing education for users to be decided ?annual refresher workshop/online resource/ upgrade workshops | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| | 23 | Upgrade education as required. | TrendCare Coordinator | TrendCare Coordinator/TrendCare Aus | | | | | | | |
| | 24 | Ongoing improvement plan for 6 North | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| | 25 | Ongoing improvement plan for Child Health | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| | 26 | Maternity handover implementation | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| | 27 | 7 North handover implementation | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| INICAL SUPPORT | 28 | 5 North improvement plan | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| | 29 | 5 South improvement plan | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| 1 | 30 | Maternity improvement plan | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |
| | | Ongoing mental health implementation | TrendCare Coordinator | TrendCare Coordinator | | | | | | | |