

# Programme Guidance Tools

CA PD 001

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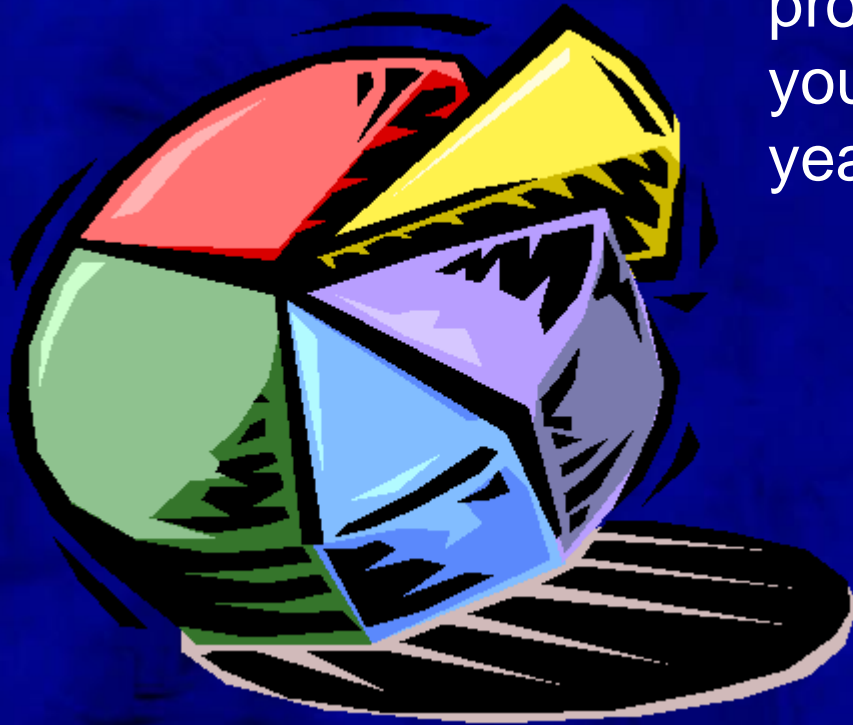
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# Workshop and Marketplace etiquette

- ❖ Authors will discuss openly the detail of their products
- ❖ Authors will listen carefully to ideas and comments
- ❖ Delegates will consider the detail of the product privileged information until publication
- ❖ Delegates will be honest open and constructive in their contribution
- ❖ Delegates invited to complete feedback cards to submit comments and ideas about the content of the products

# Next Steps

- ❖ Comments raised will inform final draft
- ❖ Final drafts prepared for mid May
- ❖ Editorial Board in June
- ❖ Publication on HQIP website in July



1. Think about how many projects have been registered within your department in the last financial year.

2. How many projects fall into the categories:

- a) Audit
- b) Service Evaluation

3. Define what you would class as support

# Some Statistics

- ❖ During last financial year STHFT registered:
  - Audit projects = 171
  - SE projects = 214
  - SE/Audit projects = 62
- ❖ This represents a 22% increase from the previous year
- ❖ When we're fully staffed we will have 6.5 WTE
  - This equates to 69 projects per facilitator

# Need a systematic way of prioritising workload



# Methodology

- ❖ Horizon scanning of Government standards and expectations for high performing Trusts
- ❖ Desk research to identify the priority systems of other NHS organisations
- ❖ Consultation with a selected number of CEU community In Yorkshire and Humber
- ❖ Consultation with senior clinical and non-clinical staff at STHFT

# Product Guidance Contents

1. Introduction
2. External Monitoring
3. 'How to...'
  - Choose and prioritise audit topics
  - Set up a programme with Directorate/Division/Sector
4. Local Monitoring
5. References
6. Appendices
  - Algorithm
  - Care Group Directorate Programme Template
  - Performance Management Programme Template
  - Scoring Matrix
7. Acknowledgments

# External Monitoring

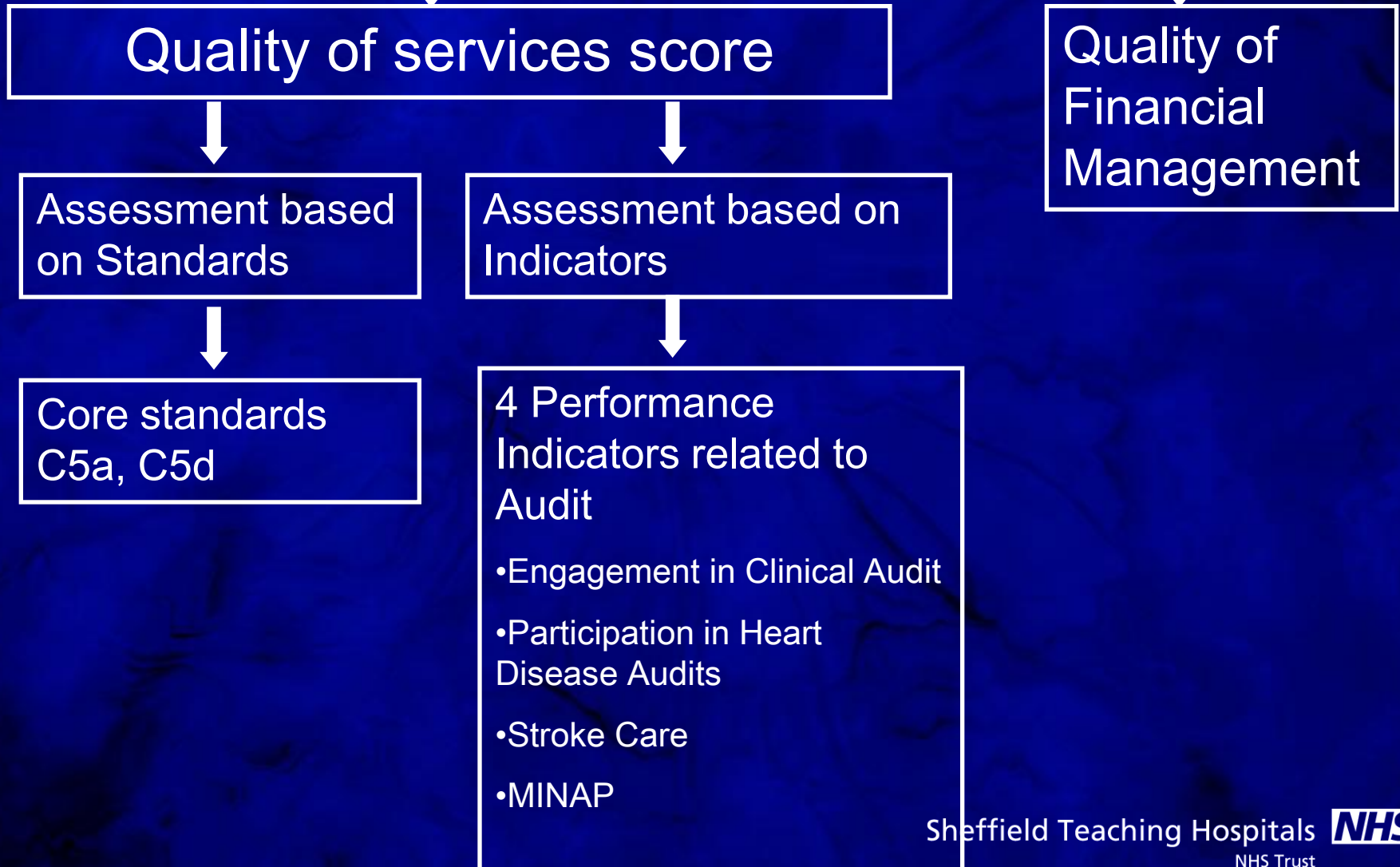
Our scores are represented by the ticks in the table below.



✓✓✓✓ excellent or fully met  
 ✓✓✓ good or nearly met  
 ✓✓ fair or partly met  
 ✓ weak or not met

1. Quality of Services	
<b>The Standards for Better Health</b> Are we getting the basics right? 24 core standards in total.	✓✓✓✓
<b>Meeting our existing NHS national Targets</b> Are we meeting our targets such as waiting times which have been set by the Government?	✓✓✓✓
<b>Meeting the new NHS national Targets</b> Are we meeting the new targets such as ways in which we improve the health of the community we serve?	✓✓✓✓
<b>Overall score for quality</b>	<b>Excellent</b>
2. Use of Resources	
<b>Use of resources</b> Are we making best use of the money we have and providing a value for money service?	✓✓✓✓
<b>Overall score for use of resources</b>	<b>Excellent</b>

# Annual Health Check



# The story so far...

**Priority One** – External ‘must be done’s’

**Priority Two** – Internal ‘must be done’s’

**Priority Three** – Directorate priorities



# The Enthusiastic Health Professional



# Quality Impact Analysis

- ❖ An aid to assist the decision about whether or not (and to what extent) a locally conceived project should attract support
- ❖ To include categories:
  - High risk; high cost; potential for change; evidence-based standards; interface project – weighted criteria
  - High frequency/volume; direct involvement with patients; wide variation in practice; multidisciplinary project.

# Options



1. Facilitators to negotiate with directorates full workload at the beginning of the financial year
2. Use a panel of experts within the CEU/Trust to decide what projects to support
3. QIA to be used by facilitators to score projects for priority
4. QIA tool to be used by audit leads within each speciality to quality check before registration
5. Allocate a number of slots/amount of time per directorate

# Discussion and Questions

# Consultation

Additional questions/suggestions

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