NENCL Adult Critical Care Network – Work Plan

	Work Programme	Objectives	Progress	Notes/Time Scale
1	Peer Review	To complete the Networks first round of peer reviews To evaluate the impact of the peer reviews on each unit Identify themes arising from peer reviews and develop a Network strategy to address these issues Develop new network peer review lead as current lead finishing in June 2019 To plan for the next round of peer reviews To work with the other two London adult critical care networks in order to standardise the peer review process across London Review the peer review SOP in line with national guidance when that is published	All units in the Network reviewed apart from one Have developed a survey to send to units to gain information on they found the peer review process Themes from first round of peer reviews were submitted to NHSE in 2018 and presented at the Network Conference September 2018 Collate good practice, recommendations made and self-assessment standards from the 1st round of peer reviews.	First round of peer reviews to be completed by June 2019 Survey and 1st round review to be completed by end of December 2019
2	Transfer 2a Network Transfer Training 2b Transfer Training faculty 2c Transfer Training working group 2d Transfer documentation Audit	2a. To deliver five full day MDT training courses on safe transfer for Network staff across Network units 2b.To recruit faculty members through the Network in order to support the transfer training 2c.To continue to develop and maintain the transfer training content through the transfer working group, (meets twice yearly) looking at course evaluation and keeping up with new ideas such as clickers and faculty 2d.To collect all documentation forms from transfer documentation books for audit	2a.All dates booked for transfer training for 2019 and planning 2020 dates CPD points obtained for 2019 training 2b.The numbers of faculty numbers are growing through word of mouth from Network members 2c.First date for the transfer training working group of 2019 booked and agenda planned 2d. New transfer documentation books developed and distributed to all Network units in August 2018, including A and E departments with audit presentation presented at COG May 2019	On going

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3	Network sustainability, engagement and delivery	Deliver, sustain and continue to develop the network infrastructure To ensure the Network members remain engaged in the Network To set up and work through work plan with Network members at the Network meetings i.e. COG (Clinical Oversight Group) ensuring collaboration by rotating across all Network units in order to offer the opportunity for all Units to host	Network team members are growing with engagement from all units in the Network Publishing the Network and its activities through the Network website Capturing feedback from Network members through on line survey via the Network website. Presentation at Network conference 2018 regarding main findings from survey and response from Network management team	On going
4	Develop Network AHP, Pharmacy and Service managers meetings	To share information, documents and policies e.g. the competencies of the ban 4 therapy assistants, electronic prescribing and IT systems To share contact details for patient handover via email and what's app groups To receive training e.g. psychological care for patients in rehabilitation To provide Peer Support To Share the learning from clinical and serious incidents The groups would aim to meet 2 to 4 times a year and try and host in a central venue facilitated by the Network manager To create a learning and development opportunity by visiting other units in the Network To develop a database of AHP and admin staffing levels, including ICNARC teams in the Network ITU's for sharing To access information via the Network groups for queries that people may have	Progress from these groups are fed back to the main Network Clinical Oversight (COG) The AHP group is now well established and met 3 times in 2018 and in February 2019.Two more meetings are planned for 2019.The main focus of their work at the moment is gathering information on their staffing situation for sharing. They are collecting information on the following; Trust, Site, Unit description, number of ACCU beds, number of therapy staff and banding, rehab and respiratory minimum standard, clinical lead contacts and any comments. Each unit will share the information and it will be collated and stored on the Network website member's page.They are also working on their teams/services unique selling points to share and use when planning for and	On going

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			applying for more resources and advertising for posts. This has now become a working document and when completed will be shared by all. The Network Service manager group has just been established with their first meeting May 2019.Their next meeting is planned for June 2019.	
5	Network Annual Conference	To plan and host a Network event annually in order to bring the network members together to learn and share ideas that are network related	Date booked for 2019 event i.e. 10th September and agenda currently in the planning stage	September 2019
6	Patient engagement and involvement	To work with and support both patients reps recruited to the Network in order to maintain patient involvement in Network projects	Both patient reps regularly contribute to Network projects such as the development of a Network patient information leaflet for patient feedback to the units, and being part of the panels for Network Peer Reviews.	On going
7	Memorandum of understanding (MOU)	To develop a memorandum of understanding between NHSE and network members in order to gain full commitment to the aims of the Network	Draft MOU currently being prepared for agreement of all parties. To be discussed at May COG with Network members and to be signed off by all units taking part in the Network	June 2019
8	Network Budget	To work with the host hospital finance department and NHSE in order to maintain clarity of Network budget, and to produce 6 monthly expenditure reports for both pay and non-pay to NHSE. To work with host finance department in order to develop alternative income streams to support non pay items	Relationship developed with finance department and Network receiving separate budget statements. Working with the finance department on the governance surrounding the development of generating income streams that are not from NHSE	On going

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9	Network Annual Report	To provide an annual report at the end of 2020 detailing progress and the development of the Network	Will be worked on throughout the year	On going
10	Commissioners	To develop a relationship with Network commissioners in order to support the commissioning functions e.g. providing peer review functionality and assisting with service redesign/delivery and supporting quality improvement initiatives	Finding out who the relevant commissioners are in order to make contact	On going
11	Communication	To publicise the Network and its activities in order for the Network to maintain engagement with its members and provide information on its aims/activities and work streams through the Network's website and host hospital's newsletters and events	The Network's website is up and running and regularly updated. The Network is now working with the host hospital regarding publicise the work of the Network and this model is to be rolled out to other Network units	On going
12	Critical Care Workforce in NENCL 12a Work towards ease of movement for clinical staff between ICUs across NENCL. 12b Aim to establish network medical training posts, and recruit from overseas into these posts (MTI initiative).	12a Work towards common education and training standards across NENCL, and with the other London CC ODNs, across London. 12a Initially work towards a common Critical Care IV medication administration passport for London. 12a Engage with matrons and HR departments to understand challenges to moving between units. 12a Work with the other London CC ODNs and the Pan-London Critical Care Practice Development group to understand local workforce challenges and scope further opportunities for education and training passports. 12a Participate in national Critical Care workforce and educational audits that aim to establish a	Pan-London CC theory workbook and practice assessment document developed, and launched 22.03.2019. Implementation bundle being developed and will be available from 30.05.2019.	Next PLCCPDG meeting on 30.04.2019, to include discussion of current challenges and next steps.

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		national picture of the challenges facing these areas.		
13	GIRFT	To join GIRFT feedback sessions to the Network units and collate data for Network use	Completed some sessions and awaiting further invites To identify data that can be used to support Network activities	On going
14	Data sharing Quality	To feedback to the network SSQD/ICNARC report and address the concerns where needed	Regular update at COG meetings	On going

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