

Bathurst Health Service

Action Plan – 8 November 2022

Purpose

To support training providers to resolve a condition and/or recommendation by:

- establishing steps, actions, and proof to resolve the condition and/or recommendation
- monitoring the progress towards the condition and/or recommendation

Action Plan

An action plan is a checklist of tasks to complete by a Training Provider that achieves the condition and/or recommendation. Components of an action plan include

- description of the condition and/or recommendation
- tasks that need to be completed to reach the condition and/or recommendation
- timelines for when tasks will be completed
- measurement to evaluate the progress
- supporting evidence.

An action plan is not static, circumstances can change, and you may need to revisit and adjust it. The plan helps to keep you on track, identify and prepare for barriers.

Please note that Bathurst Health Service (Bathurst Hospital) must meet all the requirements and conditions in the Plan by the stated date and furnish documentary evidence of having met all the requirements and conditions by the specified dates. In the event that Bathurst Hospital does not comply with these requirements by the specified dates, then the RACP College may revoke accreditation of Bathurst Hospital immediately.

Bathurst Hospital agrees to comply with and provide evidence of this action plan by the specified dates.

<i>Signed for and on behalf of Bathurst Hospital:</i>	
Full Name:	
Signature:	
Dated:	

Action Plans: Conditions

Criterion/Requirement	Condition	Action being taken or has been taken	Finish Date	Proof
<p>Criterion 1.3 A trainee receives an orientation to each new Setting and rotation.</p>	<ul style="list-style-type: none"> • Provide further update on the formal orientation that takes place when a trainee starts working at the Setting which clearly sets out the trainee's duties, role and responsibilities, reporting arrangements and access to support. • Attach BPT orientation survey results mentioned in previous action plan available October 2022. • Provide further orientation sign off sheets. 			
<p>Criterion 1.4 Trainee and educator work arrangements enable the delivery of high-quality care and optimises learning and wellbeing.</p>	<ul style="list-style-type: none"> • Provide further update on resourcing and workload monitoring processes in place that manage the balance of service delivery, training and workplace learning opportunities. Evidence should include an outline of trainee and educators: <ol style="list-style-type: none"> 1. Duties 2. Hours of work 3. Numbers of new and ongoing patients 4. On-call, overtime and secondary employment work patterns. • Further describe and specify in a policy to be enforced how referrals for admission, inpatient team sizes and response to referrals of inpatients for consultation are the responsibility of the 			

	<ul style="list-style-type: none"> • consultants. • Provide any information or update on any arrangements in place for locums at the Setting to assist with the workload. • Provide updated formalised role position descriptions for the trainees as mentioned in previous action plan to be finalised on 3 October 2022. • Proof of handover attendance sheets. • Proof of admissions excel spreadsheet which describes how referrals for admission, inpatient team sizes and response to referrals of inpatients for consultation are the responsibility of the consultants. 			
<p>Criterion 1.5 Handover occurs when there is a transition in care &</p> <p>Requirement 1.5.1 Consultant supported handover occurs at least daily.</p>	<ul style="list-style-type: none"> • Provide update and requirement on consultants attending handover and attendance sheets. • Provide written update on admission criteria which describes how referrals for admission, inpatient team sizes and response to referrals of inpatients for consultation are the responsibility of the consultants which was mentioned in previous action plan. Provide information on feedback which was due 15 September 2022. 			
<p>Criterion 4.6 Trainee rosters are accurate, fair, flexible, and timely.</p>	<ul style="list-style-type: none"> • Justify and show in documentation how rosters have alleviated significant imbalances in registrar workload. • Provide further update on how the frequency of contacting trainees outside of rostered working hours or for reasons outside their job description has 			

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	<ul style="list-style-type: none"> reduced for the period since the date of last Action Plan from 16 August 2022 to date. Provide update on locum positions as mentioned in previous action plan. 			
<p>Criterion 2.3 The Setting has a learning environment and culture which values, supports, and delivers equitable physician training & Criterion 2.4 The Setting provides a safe, respectful learning environment and addresses any behaviour that undermines self and/or professional confidence as soon as it is evident.</p>	<ul style="list-style-type: none"> Describe further improvements in workplace culture including consultants' teamwork and support for each other, support for the trainees and the relationship with the emergency department and the changes made in building a learning environment and culture. Provide update on recruitment of Head of Department for Medicine and locum Physician leader. Provide update on the independent review of Bathurst Hospital as mentioned in the previous action plan commencing on 22 September 2022. Provide feedback from trainees who interact with senior leadership team. 			
<p>Criterion 6.1 A trainee is supported to maintain health and wellbeing and seek help if needed.</p>	<ul style="list-style-type: none"> Provide further update and specific actions how trainees' health and wellbeing are being supported to reduce the risk of burnout. Provide further update on and actions additional staff recruited. Provide evidence of rosters and changes for the period since the date of last Action Plan from 16 August 2022 to date. 			
<p>Criterion 7.7 A trainee has protected time for</p>	<ul style="list-style-type: none"> Further evidence on protected time for formal learning for trainees. Ensure four 			

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<p>formal learning & Requirement 7.7.1 The Setting provides a minimum of four hours of formal learning per week with two hours being protected.</p>	<ul style="list-style-type: none"> • hours of formal learning is provided per week with two hours being protected for the period since the date of last Action Plan from 16 August 2022 to date. • Provide further evidence of attendance sheets signed by trainees for the period since the date of last Action Plan from 16 August 2022 to date. • Provide BPT survey results with education feedback for the period since the date of last Action Plan from 16 August 2022 to date. 			
<p>Criterion 8.1 The training provider establishes a trainee has accessible, timely and supportive supervision for all aspects of training while recognising the principle of increasing professional responsibility.</p>	<ul style="list-style-type: none"> • Provide further update and specific actions on measures taken to ensure consistent support and quality supervision is provided by all consultants for trainees. • Provide survey report results mentioned in previous action plan for the period since the date of last Action Plan from 16 August 2022 to date. 			

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