

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:	Cathy Marshall, General Manager
Signature:	
Dated:	29/11/2022

Action Plans: Conditions



Criterion/Requirement	Condition	Action being taken or has been taken	Finish Date	Evidence
<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>BPT orientation package developed</p> <p>Orientation Schedule improved and Sign on Sheet attended by BPTs</p> <p>Stroke information included in Orientation</p> <p>Survey Results collated, action plan developed for areas for improvement</p>		 Orientation Package V2.pdf  Orientation Sign on sheet 7.11.22.pdf  BPT Position Description (NSWH).  Orientation Schedule Nov 22.pdf  Med Reg Telestroke Orientation Bathurs  Survey Results.pdf
<p>Criterion 1.4 Trainee and educator work arrangements enable the delivery of high-quality care and</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 	<p>Please refer to Orientation Package</p> <p>District Emergency Department Admissions</p>		 Emergency_Admission FINAL.pdf







<p>optimises learning and wellbeing.</p>	<p>include an outline of trainee and educators:</p> <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. <ul style="list-style-type: none"> • 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 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>Policy to be utilised for all admissions via ED</p> <p>Locums have been employed to reduce workload of the BPTs, refer to the Reducing BPT workload document and Locum recruitment evidence.</p> <p>PD and Bathurst specific roles and expectations are outlined in the Orientation Package.</p> <p>Handover attendance sheets</p>		<p> Patient Cap email.pdf</p> <p> Reducing BPT workload.pdf</p> <p> JCL UPDATED TO COVER 5 TO 16 .09.2</p> <p> LOF 06.09.22 + 12.09.22 \$300.pdf</p> <p> Handover Sheets.pdf</p> <p> Handover Sign On Sheets 3.pdf</p> <p> Client Locum Confirmation for Dr.</p>
<p>Criterion 1.5 Handover occurs when there is a transition in care & Requirement 1.5.1</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 	<p>1.5 Email circulated with Consultants informing them of the morning handover process and requesting their</p>		<p> Consultant to attend handover er</p>

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Consultant supported handover occurs at least daily.	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.	attendance at the handover meetings. 1.5.1 Refer to ED admission policy		 Emergency_Admission_FINAL.pdf
Criterion 4.6 Trainee rosters are accurate, fair, flexible, and timely.	<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 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. 	Refer to the Reducing BPT workload document in 1.4 Locum evidence provided in 1.4 Working Party for BPT Phone Calls, with the aim to reduce after hours calls. Rounding with current BPT's identifies that after hours calls have reduced significantly		 Working Party BPT Phone Calls.pdf  BPT Rounding 2.pdf  BPT Rounding 3.pdf  BPT Rounding 1.pdf
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	<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. 	The Workplace Culture and Staff Education Coordinator (WPC&SEC) presents at BPT orientation and promotes the importance wellbeing. Refer to Orientation Slides as evidence. The WPC&SEC also now facilitates the protected		 BPT Orientation 2022.pdf  Updated Vacancy Listing.pdf

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addresses any behaviour that undermines self and/or professional confidence as soon as it is evident.	<ul style="list-style-type: none"> • 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>teaching times for the BPT's as per the orientation package.</p> <p>Head of Department has been advertised as per evidence. Interviews to be confirmed</p> <p>Independent review was conducted on the 8th & 9th November. The results from this review Are expected by the middle of Dec 22</p> <p>Rounding was conducted with the current BPT's to gain an understanding of the level of support offered by the Consultants with all positive results. Please refer to BPT Rounding as evidence of this in section 4.6</p>		
Criterion 6.1 A trainee is supported to maintain health and wellbeing and seek help if needed.	<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 	<p>Roster improvements with regard to Locum coverage.</p> <p>ADO's are taken either before or after weekend on-call.</p> <p>Last weekend of the term is covered by a Locum.</p>		 Patient Load - BPT.pdf  Gen-Med Roster.pdf

	last Action Plan from 16 August 2022 to date.	No BPT will be allocated more than 25 patients as per spreadsheet this is being closely monitored		
<p>Criterion 7.7 A trainee has protected time for formal learning &</p> <p>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"> Further evidence on protected time for formal learning for trainees. Ensure four 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>Orientation package outlines the expectations and process in regard to protected teaching times.</p> <p>Memo sent to staff regarding protected teaching times.</p> <p>Teaching attendance sheets Teaching schedule planned for 2022-2023</p>		 20.10.22 Journal Club Chon Sen Mok  BPT Education Attendance.pdf  BPT Education Calendar - Dec22-Jan  MEMO - Medical Registrars – Teaching
<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. 	<p>Refer to survey results with action plan.</p> <p>New Survey will be sent to current BPT's to ensure their experience and our processes and continue to improving.</p>		 New Survey for BPT term 4 2022.pdf  Survey Results.pdf

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