

Last updated: 7th December 2021

1	Green - target completion on track
2	Amber - at risk
3	Red - delayed or will be delayed
4	Black - original milestone date (where change has been agreed)
\	Completed milestone

[illegible]





Maternity QWE Work Stream Milestone Plan:

[illegible]



Maternity QLM Workstream Milestone

Key to type:

- | | | |
|---|---|--|
| 1 |  | Green - target completion on track |
| 2 |  | Amber - at risk |
| 3 |  | Red - delayed or will be delayed |
| 4 |  | Black - original milestone date (where change has been agreed) |

[illegible]

Maternity Safe and Effective Care Workstream Milestone Plan

Last updated: 16th December 2021

Last updated: 16th December 2021

Key to type:

- | | |
|---|--|
| 1 | Green - target completion on track |
| 2 | Amber - at risk |
| 3 | Red - delayed or will be delayed |
| 4 | Black - original milestone date (where change has been agreed) |
| 5 | Completed milestone |

[illegible]

Neonatal In

Last updated: 14th

Key to type:

1	
2	
3	
4	
\	

	Accountable Lead
Prescribing (Make Safe)	Chief Pharmacist
Relationship with Maternity	Paediatric Consultants
Consultant Cover	Paediatric Consultant
Access to Tertiary Expertise (Make Safe)	Paediatric Consultant
Cooling Practice	Paediatric Consultants
Unplanned Extubations (Make Safe)	Paediatric Consultant & Senior Nurse Neonates
Clinical Reviews	Deputy Head of Nursing

Term Admissions	Paediatric Consultant
Radiology Reporting	Deputy Medical Director
Documentation	Senior Nurse Neonates
Family Engagement	Head of Nursing (CYP & CAMHS)
Culture Development	Clinical Service Group Manager & Deputy head of Nursing
Improvement Hub	Deputy Head of Nursing & Senior Nurse Neonates
Audit	Paediatric Consultants
Risk Register	Clinical Service Group Manager & Deputy head of Nursing
Workforce - Non Escalation	Tbd

[illegible]

Improvement Plan (to June 2022)

17 December 2021

Green - target completion on track
 Amber - at risk
 Red - delayed or will be delayed
 Black - original milestone date (where change has been agreed)
 Completed

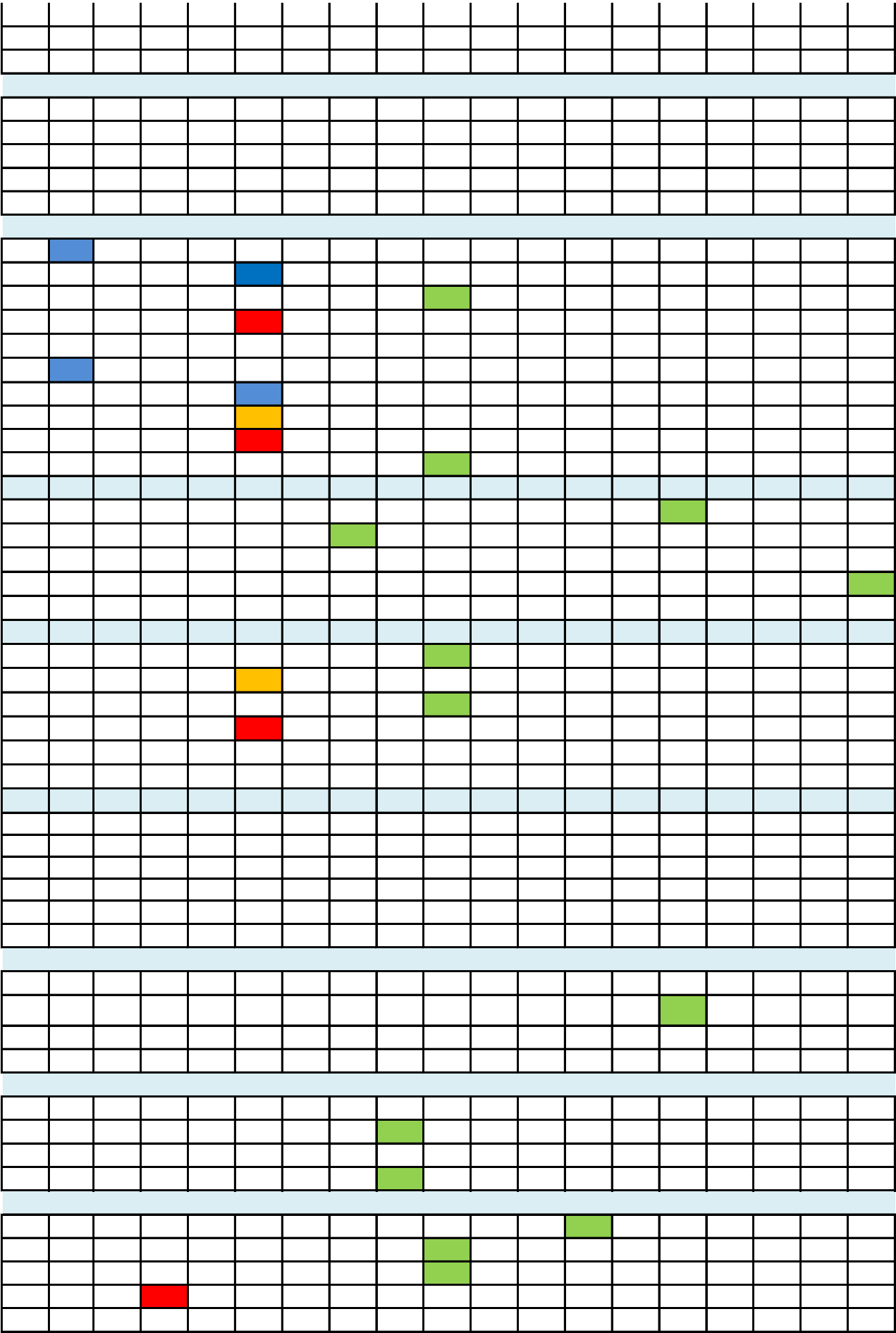
17-Sep-21

Key Activities	WG Milestone	
Standard Operating Procedure for Prescribing and Medicines administration in place		
MDT Training Sessions on Prescribing		
Appoint Pharmacy lead capacity for PCH and PoW Units		
Clear oversight of cases where IUT is not possible with evidence of rigorous review of factors associated with maternity decision making and management.		
CTM Maternity and Neonatal Reflection Model Initiated		
Joint staff engagement sessions		
Reduce Number of Consultants Offering NN cover	starts Dec	
Cover to be extended to 9am to 5pm, Monday to Friday		
Newly appointed Paediatric Consultant with Neonatal contribution due to commence in post		
Recruitment of additional Consultant with Neonatal contribution		
Tertiary Centre (UHW) formalised Consultant support arrangements in place		
Establish Tertiary Centre (UHW) support programme for nurses in place		
Approve and Commence Nursing rotation to tertiary centre (UHW)		
Undertake cooling pathway and guideline training		
Improvements put in place to reduce extubations		
Design Extubation audit / review		
LR/AK create template for extubations		
Neonatal Datix Trigger list to be updated to include: transfers out, infants born <32/40, term admissions, unplanned extubations.		
Check Nurse rotation - and link to Access to Tertiary expertise (SS to check)		
Datix completed for every term admission		

tbd		
Documentation improvement plan developed		
Routine snapshot notes audit		
Establish and launch Documentation standards and training Programme		
Develop and implement IMSOP suggested proformas		
Develop procedure charts for; Itubation, central access and chest drains (LOKSIP)		
Establish Documentation Group		
Recruit to Data Officer role		
Dashboard Development Plan		
Documentation Training Plan		
Review Document Systems (electronic and paper)		
Redesign Admission Packs at PCH - Draft for Engagement		
Engagement Strategy Draft		
Engagement Strategy Finalised		
Neonatal PREMS Go Live		
Culture Development Plan		
Rollout Maternity (inc TALK) debrief tool		
QI LIFE training commences again		
Review Culture Baseline		
tbd		
Joint Neonatal / maternity Audit Plan Review		
Initial Risk Register Review		
Risk Meeting to be included in Governance Meetings		
Add Neonates dropdown to the Datix system (to filter from CYP wide)	Nov-21	
Review need for Shift co-ordinator role and case		
Identify MDT Training Need (statutory and non-statutory)		
Develop MDT Training Plan		
Ensure NLS training up to date		

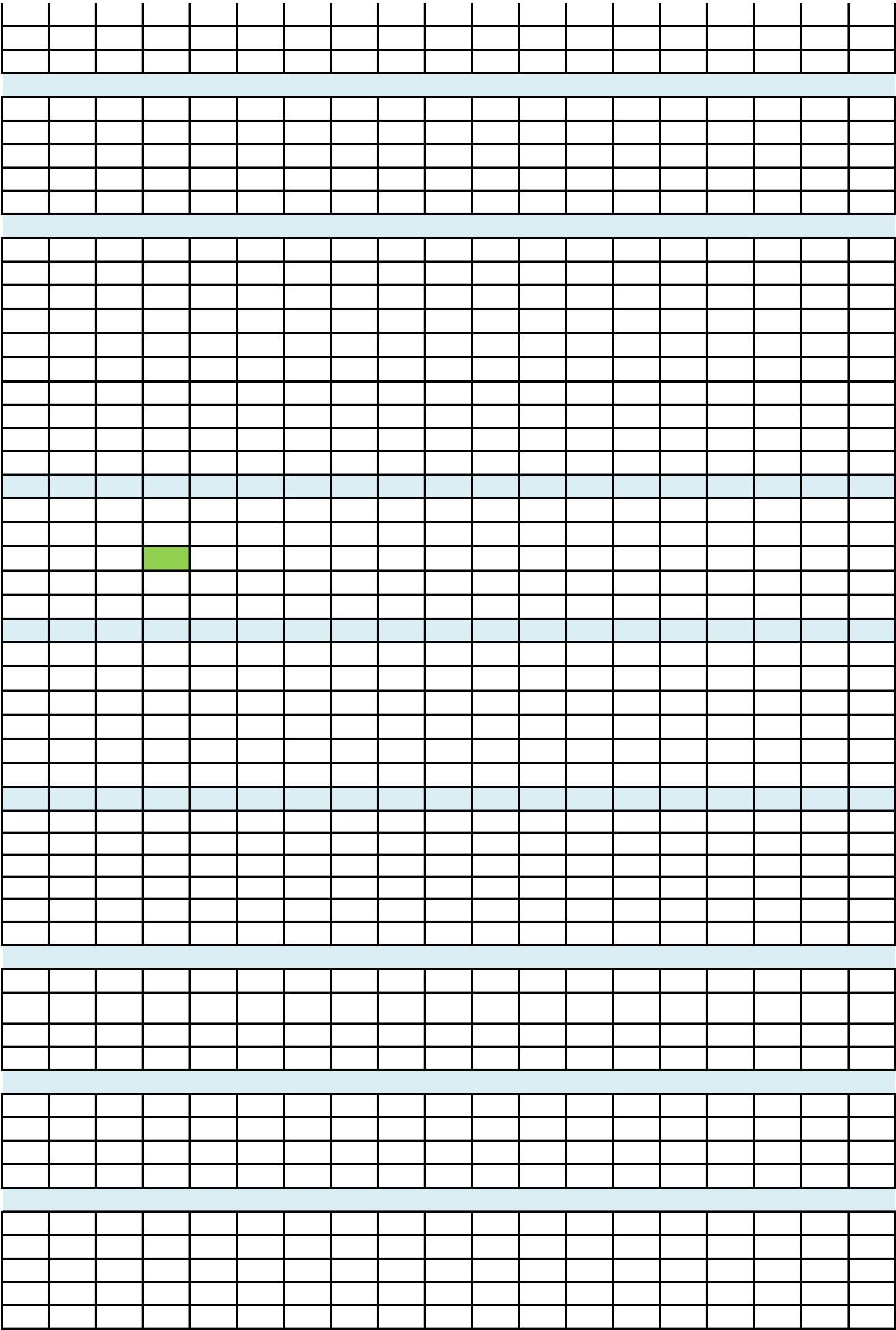
Dates for Neonatal Policy Group		
QI Project on Thermoregulation (extreme preterm babies)		
Review and Refresh Handover Process		
Fetal Medicine Identifiers - review and refresh		
Blood Gas Monitor insitu to aid reducing Hypoglycaemia		
Implement Hypoglycaemia Pathway		
Implement HIE pathway		

[illegible]



[illegible]

[illegible]



[illegible]

[illegible]

[illegible]



[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]






[illegible]



[illegible]

Clinical Review Milestone Plan

Last updated: 21st October 2021

Key to type:

- 1  Green - target completion on track
- 2  Amber - at risk
- 3  Red - delayed or will be delayed
- 4  Black - original milestone date (where change has been agreed)
- \  Completed milestone

		Resources	21-May-21	28-May-21	04-Jun-21	11-Jun-21	18-Jun-21	25-Jun-21	02-Jul-21	09-Jul-21	16-Jul-21
Clinical Review	Clinical Review Feedback Stillbirth Category										
	Neonatal category reviews received from IMSOP										
	Neonatal category reviews clinical cabinet process										
	Neonatal category initial letter cycle										
	Stillbirth thematic report										
	Stillbirth feedback and Health Board response letters										



Milestone Plan: Guide

What is it?

This plan is focused on milestones. It is used to track the due date and performance against achievement of the milestone.

Focusing on milestones over detailed schedule planning enables a project team to be flexible. This allows the project to adapt to a changing environment whilst maintaining a focus on delivering the project objectives via the key milestones.

Planning (before completing the template):

The project should first undertake a planning process before completing the template. More details on planning can be found in the Planning presentation on Huddle, however briefly, this is to agree upon:

- Are we clear about what we are trying to achieve? (what does success look like?)
- Are we clear about what we are delivering to achieve this?
- Does it make sense to group the deliverables or activity into workstreams or workpackages? (e.g. manageable chunks of activity that can be given to a project team member to be responsible for)
- Do you understand how the activities relate to each other? e.g. what needs to happen before each one can be delivered?






- Agree the key milestones:

What is a key milestone? A key deliverable or important decision - Usually summed up in a few words - Usually described in the past & specific e.g. Service model live - Zero duration (it is a yes / no activity, symbolises an achievement) - A high level point of control for stakeholders (focus on the milestones not the detailed tasks to complete it)

Creating the milestone plan:

Add the milestones and any relevant related activities into column C.

Add the agreed due date for the task or milestone by entering "1" into the relevant box. To start with all your milestones will be green. Utilise the following keys to reflect updated performance:

-  1 = Green: Targeted completion date. Remains Green whilst the project is on track to achieve it on the date
-  2 = Amber: The milestone is at risk of not being achieved, or only partially being achieved on the agreed date
-  3 = Red: The milestone is already delayed or will be delayed. For key milestones this should remain red until agreement is received from the Project Board or SRO to deliver to a revised date.
-  4 = Black: Once agreement has been received to revise a milestone, the original milestone date should be turned black. The revised date is now entered as green. The plan no longer shows the red milestone however the black indicates that an original date has not been achieved.
-  / = Complete milestone

Owner:

Add in the name of the person responsible for ensuring the task / milestone is complete

Resources required:

Add in the names or groups of people who will undertake the task

Using the plan:

Once the plan is produced it should be reviewed by all stakeholders and resources (those who will complete tasks)

Highlight reports now reflect these key milestones

Any changes to key milestones need to be agreed by MNIB Huddle

Review progress against the plan -

To assess the impact of change

Review the plan regularly to check you are on course

Be flexible, adjust as the project requires it, but stay focused on the objectives / milestones