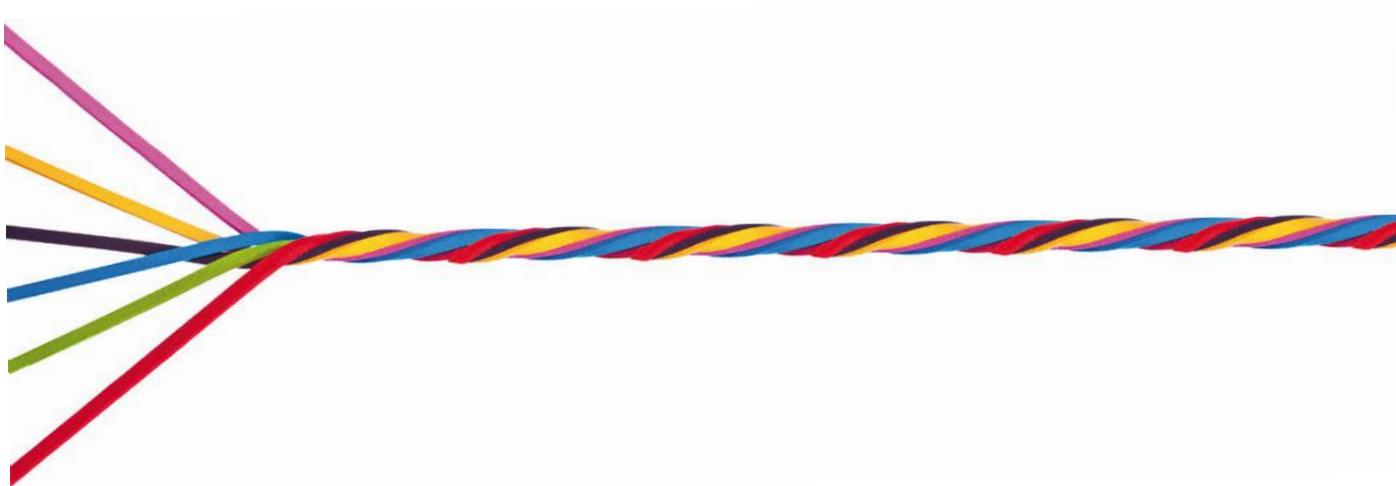


Tips for Prioritising Workplace Activities

Implementation of “The Governance Guide”



Tips for Prioritising Workplace Activities

When determining how to implement *The Governance Guide* or other similar documents it may be challenging to determine where to start. The aim of this resource is to assist with the process of prioritising activity in response to recommendations. The following steps may assist.

1. Identify statewide priorities that are most relevant to your service (see examples below).
2. Document and if relevant rank your LHD/SN priorities.
3. Identify any gaps as outlined by stakeholders.
4. Use this information to determine which guideline or workplace activity to focus on first.

The Governance Framework can be approached in a number of ways, these include:

1. **By guideline**, for example 'clinical supervision' and the related activities for the three groups, individual, manager and organisation.
2. **By group**, for example the individuals responsibilities across all guidelines.
3. **By activity**, for example 'education activities' identified in the workplace activity table below

Activities can be prioritised on an individual, management and organisational level depending on where the driver of activity is coming from. For example, in one LHD/SN there may yet to be an organisation wide approach to implementation of the governance framework. This does not stop individuals and managers commencing with implementation from the "bottom up". In another LHD/SN there may be a directive for activities to be centrally coordinated with reporting to key individuals. In this case LHD/SN wide prioritisation may occur to enable the organisation to focus its efforts on the main areas of priority when considering the big picture.

This document specifically focusses on providing tips for prioritising workplace activities based on those activities that enable achievement of a number of guidelines at the same time.

The following information is separated as follows to assist allied health professionals to prioritise workplace tasks.

- Prioritisation of workplace activities
- Current resources to assist with identifying state wide priorities

1. Prioritisation of workplace activities

The table below describes a number of workplace activities that map back to *The Governance Guide*. By focussing on these key activities it will enable you to achieve compliance with the largest number of guidelines. The right hand side of the table provides the guideline reference for the activity and sub activity.

Key workplace activity	Related tasks	Guidelines which these activities address		
		Individual guidelines	Manager guidelines	Organisation guidelines
Education activities	Participates in education activities, including Evidence Based Practice and supervision	1.3, 2.3, 3.1, 3.2, 3.3, 3.4, 4.3		
	Education and training activities planned reflect population needs		2.1, 2.4	
	Education and training is encouraged, monitored, evaluated and included on staff meeting agendas		3.2, 3.3, 6.1, 6.3	
	AH education and training is supported and monitored and based on patient need and data			1.2, 1.3, 2.1, 2.2, 2.3, 2.5, 3.4, 3.5
Position description and Learning and development (L&D) plan	Position Description up to date and includes professional development and supervision	1.1, 4.1	1.1, 1.2, 1.3, 4.3	
	L&D plan developed and up to date	1.2, 2.1, 3.1, 3.5	2.2	
	Education and training needs are identified and documented	2.4, 6.1		
Interprofessional education	Interprofessional and cross district education and training activities occur		3.1, 5.2	1.2
Effective supervision	Supervision sessions are documented and planned	1.2, 1.3, 3.1, 4.4		
	Supervision agreements or contracts are in place	4.1, 4.2		
	Supervision templates and common policies and procedures exist		4.1, 4.2, 4.3	4.2, 4.3
	Supervision training is available		4.4	4.1, 4.3
	Tool and procedure for evaluation of clinical supervision are available		4.5	

Key workplace activity	Related tasks	Guidelines which these activities address		
		Individual guidelines	Manager guidelines	Organisation guidelines
District/Network structures	AH training needs are included in district wide documents			2.3
	Clinical handover procedures are in place to support service continuity while AHPs are attending training			2.4
	Resource access both physical and web based are available			3.1
	KPIs include education and training and supervision			3.2, 4.4
Education and training committee involvement	Allied Health involvement with education and training committees across the organisation	5.1, 6.2	5.1, 5.2, 6.2	
Performance review	Annual performance review process are in place		1.6, 3.3, 3.4	
Governance guide self assessment	Governance Guide self assessment checklists are completed			1.1
Skill maintenance	All staff skills are kept up to date		1.4	
	All staff have current AHPRA registration as required		1.5	
Quality Improvement (QI) projects	Involvement in QI activities	2.2	2.3	
Stakeholder partnerships	Formal partnerships with key education and training stakeholders, including universities are established and maintained			5.1, 5.2

2. Current resources to assist with identifying state wide priorities

The information below provides a snap shot of key statewide strategies which align with the education and training agenda for allied health professionals.

NSW State Health Plan – towards 2021

Strategy 1 - Supporting and developing our workforce

- Foster a skilled workforce to meet changing healthcare needs.
- Develop the skills we need at all levels of the NSW Health workforce, through targeted and effective education and training.
- Develop effective health professional managers and leaders with the appropriate professional, managerial and financial skills to meet the needs of the changing healthcare environment.
- Support interdisciplinary and inter-professional teamwork in training and education
- Invest in professional development programs to support local decision-making about patient care service planning and delivery
- Promote and provide high quality accessible education and training through initiatives such as District HETI and the HETI app.

NSW Health Professionals Workforce Plan 2012-2022

Strategy 8 – Grow and support a skilled workforce

8.4 – Ensure that health professionals have appropriate access to clinical education support and continue to recognise and support the education role of senior clinicians

8.5 – Improve access to education and continuing professional development across the NSW Health system