

Appendix 2 Community Nursing review Work Plan

Workstreams	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18
WF Planning	Ongoing complexity tool and caseload management with analysis and reporting monthly, WF planning along with WFWLPT's												
Communications	Communicate CNO3 paper with LM's and HSCMT/ communicate 2030 vision and seek feedback	Communicate CNO3 paper with teams and individuals all grades	Individual meetings, taking into consideration CNO3 and 2030 vision feedback and feedback from national events	Communication in Core briefing regarding CNO TR 3 work and local progress. Team meetings re work, taking into consideration CNO3 and 2030 vision feedback. BLOG article for February/ March - MH	review Comms needs monthly	review Comms needs monthly	review Comms needs monthly	review Comms needs monthly	review Comms needs monthly	review Comms needs monthly	review Comms needs monthly	review Comms needs monthly	review Comms needs monthly
DN: Band 6 Training needs analysis and training plans		Undertake TNA for DN Band 6's against national refocussed role competencies	TNA Band 6 information to be presented at meeting by NM's and draft training plan to be considered		Commence initial training plan for Band 6 DN, investigate finances and communicate plan	Finalise Training Plan	Commence training Plan for Band 6 DN's with Band 5's where	ongoing evaluation of training	Prepare evaluation report	Produce evaluation report	Produce evaluation report		
Staff Nurse; Band 5 Training needs analysis and training plans		Plan TNA questionnaire for Staff Nurses to complete against national refocussed Staff Nurse role and competencies	Undertake TNA against framework for Staff Nurses	Review TNA of Staff Nurses and analyse needs, draft arising training plan, review finances available	Commence Initial training planning for Staff Nurses, investigate finances required	Finalise Training plan	Commence Training	ongoing evaluation of training	ongoing evaluation of training	Prepare evaluation report	Produce evaluation report		
Job Descriptions and person specs DN Band 6		Review JD's against frameworks for Bands 6, involvement of HR	Share draft JD & PS's with individuals, unless approved, then share	Complete JD's, review by DDN and EDN, put to A/C panel	Commence formal changeover of JD's	Continue JD changeover							
Job Descriptions and person specs DN Band 5 staff nurse			Review JD's against frameworks for Bands 5, involvement of HR	Share draft JD & PS's with individuals, unless approved, then share finalised	Complete JD's, review by DDN and EDN, put to A/C panel	Commence formal changeover of JD's	Continue JD changeover		Complete changeover of JD's				
ICT needs		Discuss needs for IT system with ICT department specifically re data and activity	Continue IT work	Continue IT work	Continue IT work	Aim to have agreement on a local system to use		Plan implementation for local system for use					? Have system in place or still
Competency frameworks localising and sharing		Plan and prepare competency frameworks in D&G template (Bands 5 and 6), consider Governance and detail how we support evidence collation required to meet competency frameworks.	Publish Local frameworks and overarching evidence in governance diagram, share at team level	Share Competency frameworks with Bands 5 and 6 for use at individual meetings with team members	Begin to use competency framework at 1:1's with individuals	Continue roll out and implementation of competency framework with RN's	Competency framework in full use and evidence of	Prepare report on competency framework use					
HCSW actions				Review JD's of band 2 Community Nursing HCSW's	Type up Competency frameworks in D&G style (Band 2-4)	Share Competency frameworks with Band 2's)	TNA Band 2	Review TNA of Band 2, analyse needs, draft arising training plan, review finances available	Complete initial training plan Band 2's & communicate	Commence training plans for Band 2 HCSW's	Review training progress		
SCN					Review LNA against LBC for SCN's,								
Induction plans							Review Induction plan for HCSW/ Band 5 and Band 6		Finalise Induction plans and Share for				

Provide overall report to H&SCMT, N&M council etc