

Rapid Access Care Unit (RACU) Implementation plan & Status update Sept 2016

Item No.	Workstream/ Task	Scheduled Start Date	Scheduled Completion Date	Dependency: Yes/No?	Status RAG Rating	Comments	Deliverables	Lead
Work stream 1. Operating Model								
1.1	Agree model of care	Complete	01/03/2016	No	Complete	1. Build upon the current specification to identify the starting patient mix and identify the process of agreeing opportunities to expand the patient mix as the service embeds 2. Agree interfaces between RACU and Integrated Locality Teams	Published updated model of care and service specification	RACU Working Group
1.2	Set up Budgetary Structure	Started	31/05/2016	No	Complete	Cost code centre established. Costings completed budget agreed.	Financial cost centre and codes	Hussain Afzal/Sam Reynolds
Work stream 2. RACU Staffing								
2.1	Recruit Interface Medical staff including Locum Consultant	Started	31/07/2016	No	50% Complete	Job Description approved by RCP. Locum Consultant recruited with start date of 01 st Nov 2016. Additional Medical Resource identified bringing total medical recruitment to one Associate Specialist and one Consultant. Associate Specialist post advertised currently and has received strong expressions of interest. Consultant post will be out to advert in Jan/ Feb 2017.	Unit Medical staff recruited	Dr Lippett/ Dr Chan RBH
2.2	Recruit Therapy Staff	Started	15/08/2016	No	Complete	Therapy staff recruited with start date of 03 rd Oct 2016.	Unit Therapy Staff	Soo Yeo/ Wendy

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2.3	Recruit General Nursing/Admin Staff	Started	30/09/2016	No	80% Complete	Clinical Lead in post since 22 nd Sept 2016 and nursing team has start dates of 03 rd Oct 2016. Small amount of vacancies to complete recruitment, adverts and interviews in progress.	Unit Nursing and Admin staff	Soo Yeo/ Wendy Corner
2.4	Recruit Health Capping Services (Portering, Domestic Support, Catering)	Started	30/03/2016	No	Complete	Identified as part of the transition into the new hospital estate, confirmed with Estates department available to RACU service	Unit supporting services	Claire Dailey
2.5	Confirm Social Workers input from Integrated Locality Team	Started	18/11/2013	No	Complete	Care Coordinator to be part of the MDT team	Social Integration	Tine Rees
Work stream 3. Estates/Infrastructure								
3.1	Facility specification	started	28/02/2016	No	Complete	Specification reviewed and signed off	Unit specification	RACU Working Group
3.2	Validate speed of LAN to Townlands RACU	28/02/2016	15/03/2016	No	Complete	Oxford Health network links (primary and secondary) have now been installed in Townlands - Confirmed sufficient network capacity/speed for the RACU.		Mark Walker(IT department)
3.3	Agree space utilisation with the CCG through the lease contracts	started	20/02/2016	Yes	Complete	Final specification agreed	Unit utilisation	Claire Dalley
3.4	Facility Design Plans Agreed	started	01/02/2016	Yes	Complete	Scope and agree the location of the RACU and supporting services.	Architect Drawings	RACU Working

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						Agree structural changes to the open treatment rooms and therapy space and accompanying timeframes with CCG		Group/CCG
3.5	Undertake Conversion Works/Build	started	16/09/2016 -> delayed to 30/10/2016	Yes	50% complete	Awaiting agreement of works to begin.	Build	Claire Dalley/CCG
3.6	Undertake Facility Commissioning & Snagging	19/09/2016	23/09/2016 → delayed to 30/10/2016	Yes	In Progress	Snagging list to be finalised and snagging works completed and accepted.	Commissioning	ClaireDalley/CCG
3.7	Facility Fitted Out	19/09/2016	23/09/2016 → delayed to 30/10/2016	Yes	Not Started	Equipment to be delivered to site, and installed for use; clinical clean and infection control sign off to be completed; medical devices pre-use checks to be completed	Unit Operational	Ann Helsdon/Lyn n Worth
3.8	Facility Operational	03/10/2016	03/10/2016 → delayed to 30/10/2016	Yes	Not Started	Go live date	Unit Operational	Chris Hewitt/ Verity Gibbons
Work stream 4. Equipment, IT and Communications								
4.1	Identify and Order Unit Medical Equipment	01/02/2016	29/07/2016 → 20/08/2016	Yes	Complete	Equipment list agreed. Make and models of equipment to be finalised and approved. Procurement process to begin.	Unit Equipment	Claire Dalley/ Soo Yeo
4.2	Order and Install IT and Communications Equipment	Started	15/07/2016 →extended to 30/10/2016	No	50% Complete	Hardware and software requirements agreed agreed with involvement from RBH. Order IT equipment and installation of IT and Comms Equipment in conjunction with RACU Construction works.	Unit Operational	Tracy Prosper/ Soo Yeo

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Work stream 5. Diagnostic Equipment								
5.1	Scope any additional Radiography Requirements	Complete	15/02/2016	No		Review the current contract with RBH.	Unit Diagnostic capability	Chris Hewitt
5.2	Scope Near Patient Testing Requirements and order	08/02/2016	10/06/2016 → extended to 31/08/2016	No	Complete	1. Agree process for interpretation of blood results with RBH laboratory services 2. Identify IT requirements 3. Scope and purchase equipment Extended to review contract spec to include pathology and radiology from RBH		Soo Yeo/ Wendy Corner
5.3	Scope Pharmacy Requirements including TTOs, FP10 requirements and stock medications	started	10/06/2016 → extended to 26/09/2016	No	Complete	Pharmaceuticals list agreed 1. Install CD Cupboard as part of works programme 2. Arrange pharmacy delivery process – meeting on 27/05/16 → further meetings to finalise process to be held no later than 10/08/2016. Extended due to change in Go Live time		Soo Yeo/ Wendy Corner
Work stream 6. Clinical Governance								
6.1	Governance requirements	Started	22/07/2016 → extended to 31/08/2016 due to 5.2	No	50% Complete	1. agree a 'memorandum of understanding with RBH to allow for M&M processes and Information transfer between the Trusts (Being drafted by RBH) 2. agree corporate IT requirements with OHFT governance 3. Agree MOU with OSJ to allow	Unit Ways of Working	Verity Gibbons/ Soo Yeo

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						Information transfer between organisations 4. Ensure that the OSJ specification for the 'step up/Step down beds allows for the RBH RACU consultant to in reach to support those patients		
6.2	Ensure CQC acknowledgement of RACU model of care and service delivery	01/03/2016	17/06/2016 → extended due to project timelines 5.2 and 6.1	No	Complete	Requirements confirmed 1. Notify CQC Community Inspector 2. Update Statement of purpose 3. Completion 6 weeks prior to Go Live	Clinical Governance	Verity Gibbons/ Wendy Corner
Work stream 7. Clinical Pathway								
7.1	Agree referral criteria with RBH and CCG	Started	26/02/2016	No	Complete	Broad ground rules around eligibility criteria for admittance of cases to the RACU. 1. Need to agree with CCG the process for acceptance of GMS patients when RACU consultants are not present	Unit Ways of Working	Dr Toni Chan, and Jane Brodie
7.2	Agree data collection requirements to support the audit of the service, clinical governance and performance against KPI's	started	30/06/2016	No	Complete	KPIs agreed with CCG	Unit Operational	Chris Hewitt, and Soo Yeo
7.3	Engagement event with local clinicians to educate and inform on RACU capability to build understanding and confidence	Started	17/06/2016 → extended in line with project completion date	No	In Progress	1. Further visit from GPs to coincide with appointment of Interface Medics. 2. Identify a GP who could act in the role of RACU "Champion"	Stakeholder User Engagement	Pete McGrane, Chris Hewitt

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Work stream 8. Integration								
8.1	Incorporate the RACU approach ambulatory care into the integrated locality teams.	started	17/06/2016	No	Complete		Integrated Working	Pete McGrane and Tine Rees
8.2	Incorporate the RACU approach ambulatory care into the wider urgent care pathway.	started	17/06/2016	Yes	Complete		Integrated Working	Chris Hewitt