

Work Plan 2019 – 2021

Objectives:

1. Deliver a regional programme of education and training events as agreed by the LD MCN Learning and Development Group
2. Develop and launch an up to date LD MCN website including an education and training directory and on-line booking functionality.
3. Develop and implement an inpatient standards accreditation (Royal College of Psychiatry) process across all inpatient assessment and treatment units within the MCN.
4. Deliver the identified outcomes for the Health Equalities Framework project.
5. Support the MCN Positive Behavioural Support Group in developing and delivering a programme of work that will enhance and support PBS skills within the LD workforce
6. Develop improved service user engagement across the MCN
7. Continue to maximise opportunities to design regional approach to service delivery and policy interpretation to support the most effective utilisation of resources across the MCN.
8. Continue to work with Scottish government to support the national, regional and local delivery of revised and updated “Keys to Life” strategic priorities, which are grouped into the following areas:
 - a. Living
 - b. Learning
 - c. Working
 - d. Wellbeing
9. Ensure appropriate ongoing governance and management of the LD MCN in accordance with CEL 29(2012)

Jayne Crow
LD MCN Clinical Lead

Derek Phillips
LD MCN Manager

1. Learning and Development

Objective	Actions	Outcomes	Timeframe	Lead
Deliver a regional programme of education and training events as agreed by the LD MCN Learning and Development (L&D) Group	The multi agency L&D group to meet on a regular basis to monitor progress against deliverables	L and D group monitors programme of events	3 monthly meetings	L&D coordinator
	Work in partnership with stakeholders, NES, academic partners and MCN members to develop the seminar programme for health, social care and third sector services at appropriate levels within the NES training framework.	Annual programme is developed and advertised to all members and interested stakeholders as appropriate at informed, skilled, enhanced and expert levels.	Publish programme of events on quarterly basis	L&D Group L&D Co-ordinator
	Deliver a minimum of two training courses for Non-Registered Health and Social Care Support Workers	All member agencies contribute to the planning and delivery of the Support Workers courses All member agencies release support workers to attend the course	Support worker Courses delivered twice a year – Spring and Autumn	L&D Co-ordinator
	Carry out a Training Needs Analysis to update previous analysis and identify priority training needs	Revised and prioritised training needs analysis across the MCN, this will inform future seminar/workshop programme	Bi-annual due Autumn 2019	L&D Group L&D Co-ordinator
	Events report to be produced on an annual basis	Annual report provided for review by L and D group and senior management team group management team	Annual report due Summer 2020	McN Clinical Lead MCN manager

2. Website Development

Objective	Actions	Outcomes	Timeframe	Lead
Develop and launch an up to date LD MCN website including an education and training directory and on-line booking functionality.	Develop website to provide up to date education resources at all levels of training	Robust up to date resource freely available signposting to suitable resources	First draft available by May 2019	MCN Manager Resource development project support
	Use website to provide MCN meeting dates, agenda and minutes	Papers including minutes and group action logs will be available for interested parties to keep up to date on MCN activity. Reduced administrative time for MCN	Go live June 2019	MCN Administrator
	Use website to host MCN newsletter	Share links to newsletter to allow constituent members of the MCN are fully aware of the work of the MCN	Quarterly	MCN Team
	Use staff only area to gather up to date staff information for distribution minutes and reports .	All staff to be registered on website to receive access to staff area and booking system etc.	Launch June 2019	MCN Administrator
	Utilise event booking system via the website	All MCN events should be booked via the MCN website	Launch Sept 2019	MCN Admin
	Review and update all MCN mailing lists	Better, more targeted coverage for MCN communications	6 monthly	MCN Administrator MCN team
	Utilise LD MCN twitter account to share appropriate information	Appropriate use of twitter account to highlight resources and promote website	Monthly updates	LD MCN Clinical Lead

3. Inpatient Standards

Objective	Actions	Outcomes	Timeframe	Lead
Develop and implement an inpatient standards accreditation (Royal College of Psychiatry) process across all inpatient assessment and treatment units within the MCN.	Seek approval for implementation of the Psych learning disability inpatient accreditation process.	Approval via the East Region Program Board Approval from Forth Valley.	By June 2019	MCN Clinical Lead
	Registration for 3 year inpatient standard process. First 2 years formal assessment and recommendation 3 rd year formal accreditation process	Registration and engagement with RCoP inpatient standards process	To commence by June 2019 Complete in 3 year cycle	MCN Clinical Lead
	MCN to develop and deliver suitable inpatient standards regional meetings to share good practice and support service development.	Inpatient standards events to be provided on a regular basis across the region.	Every 6 months	MCN Clinical Lead

4. Health Inequalities Framework (HEF)

Objective	Actions	Outcomes	Timeframe	Lead
Deliver the identified outcomes for the Health Equalities Framework project.	Deliver the agreed project outcomes – on time and on budget - to support the roll-out	Project delivered within budget	July 2019	HEF project lead
	Evaluation of the HEF across Board LD nursing within the region.	MCN boards have nurses trained in use of HEF HEF is utilised to improved practise by identifying and addressing health inequalities MCN boards are supported in the implementation of the HEF in all identified nursing teams	Annual review	HEF project lead HEF reference group Local HEF champions
	Evaluate the impact of the HEF on nursing and MDT practise	Data analysis Report completion	Dec 2019	HEF project lead ISD MCN Manger MCN Clinical lead
	Evaluate the impact of the HEF on service users.	Data analysis Report completion	Dec 2019	HEF project lead HEF reference group MCN manger MCN clinical lead

5. Positive Behavioural Support (PBS)

Objective	Actions	Outcomes	Timeframe	Lead
Support the MCN Positive Behavioural Support Group in developing and delivering a programme of work that will enhance and support PBS skills within the LD workforce	Progress national PBS recommendations and guidelines as informed by the 'Coming Home' report and the updated priorities of the 'Keys to Life' as appropriate	Support Boards to implement any national PBS recommendations	2 years	PBS Project Manager
	Engage with care providers and services to inform PBS educational development	Care provider events held on a minimum of annual basis	1 year	PBS Project Manager
	Support a potential regional approach to ensure adequate supervision is available within each health board area, linking with NES and key stakeholders	Access to necessary supervisors courses are available across the region	Monitor annually	PBS Project Manager
	Facilitate specialist peers support sessions to reduce the risk of professional isolation.	Regular PBS peer support group established within the region	1 year	PBS Project Manager
	Maintain an active MCN PBS group to inform future PBS priorities	Regular PBS groups hosted by the LD MCN with multi disciplinary representation from each health board area	Quarterly	PBS Project Manager
	Establish a multi tier educational progress from informed to enhanced level.	Progress a level 9 Napier university PBS course and signposting for informed and skilled online resources via the new LD MCN website	1 year	PBS Project Manager

6. Service User Engagement

Objective	Actions	Outcomes	Timeframe	Lead
Develop improved service user engagement across the MCN	MCN to link with established service user forums across the MCN	Visits to local service user forums by MCN team members	12 months to visit all areas	MCN Clinical Lead L&D Co-ordinator
	Systematic production of MCN information in inclusive formats to maximise opportunities for service engagement in the network	Share easy read documentation as appropriate with user groups and for comment. Share draft work plan for comment	6 months to share document and seek comment	MCN Clinical Lead L&D Co-ordinator
	Continue to support medical staff service user feedback project	Completion of medical staff patient feedback project on a 2-3 yearly basis	June 2019	MCN Clinical Lead L&D Co-ordinator
	Coordinate events within Scottish LD week	Host service user events within LD week	May 2019	MCN Clinical Lead L&D Co-ordinator
	Support MDT service user feedback projects as appropriate	Utilise website for hosting of service user documentation and implementation methodology.	End 2019	MCN Clinical Lead L&D Co-ordinator
	Support sharing of service user documentation and implementation methodology across the region.	Liaise with team managers and lead practitioners to support discipline specific of LD team user feedback projects as appropriate linking with local senior management teams	June 2019	QI group

7. Resource Utilisation

Objective	Actions	Outcomes	Timeframe	Lead
Continue to maximise opportunities to design regional approach to service delivery and policy interpretation to support the most effective utilisation of resources across the MCN.	Continue to support the recruitment, induction and development of the NHS Lothian based MCN Consultant Psychiatric workforce.	The MCN has an appropriate medical workforce	Ongoing	NHS Lothian Clinical Director MCN Clinical Lead MCN Manager
	Ensure consultant job planning reflects the service requirements across the region.	Robust job planning and changes to roles to reflect service redesign	Annually	NHS Lothian Clinical Director MCN Clinical Lead MCN Manager
	Review and update policies and procedures for MCN consultant staff	Produce updated policy and procedures document and share with Clinical Director and LD senior management teams across the across the region	2019 then biannually	NHS Lothian Clinical Director MCN Clinical Lead MCN Manager
	Support a regional approach to epilepsy specialist professionals peers support, educational/ training delivery and educational resource development and documentation development that follow current published guidelines and recommendations.	3 monthly MCN epilepsy meetings	Quarterly meetings	NHS Lothian Clinical Director MCN Clinical Lead

	Investigate Trauma informed care for patients with learning disability across the region and inform service development and educational resources /training as required.	Training event to be coordinated and for Skilled and Enhanced practitioners within the LD service to provide informed information gathering related to MCN's role in supporting delivery of equitable care.	March 2020	MCN Clinical Lead L&D Co-ordinator
	Continue to work with stakeholders including Scottish government to progress local implementation of the learning disability palliative care pathway	Maintain communication with palliative care and other stakeholders through regular meetings and education sessions.	March 2020	QI group
	Continue to develop the understanding and support for service models to address the needs of women with learning disabilities and forensic needs.	Continue to link with national planning process and progress any recommendations from national reports	Ongoing – April 2021	QI group

8. Keys to Life Priorities

Objective	Actions	Outcomes	Timeframe	Lead
Continue to work with Scottish government to support the national, regional and local delivery of revised and updated “Keys to Life” strategic priorities	Ensure regular meeting held with key Scottish government representatives	Scottish government invited to attend relevant LD MCN meetings	6 monthly	MCN Team
	Monitor publication or relevant Scottish government reports and action recommendations as possible	Raise awareness of relevant reports via website, twitter and mailing lists.	Ongoing	MCN Team
	Ensure LD MCN representation at government consultation events	Attendance at relevant Scottish government consultation events	Ongoing	MCN Team
	Living	Design and deliver education/workshop events on Parents with a learning disability Sexual health and healthy relationships	2021	MCN Team
	Learning and working	Design and deliver education/workshop events on transitions	2021	MCN Team
	Wellbeing	Support service development and education to Improved access to screening and funding via the cancer strategy Support regional service development related to LeDeR recommendations	2021	MCN Team

		<p>Progress service development and education related to Positive behavioural support. As recommended in Coming home report.</p> <p>Support the development of local LD strategies in health and social care partnerships as appropriate.</p>		
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9. MCN Governance

Objective	Actions	Outcomes	Timeframe	Lead
Ensure appropriate governance of the LD MCN in accordance with CEL 29(2012)	Ensure east region governance arrangements are in place and working. MCN Clinical Lead and Manager attend East Region Programme Board to report on MCN work	Executive Directors of member boards are appropriately informed and accept the MCN Progress Report and support the MCN Workplan	Ongoing Revised Workplan 2019 -2021 to go to May 2019 meeting Biannual report due October 2020	MCN SMT MCN Manager
	Meet with IJBs to develop better understanding of planning processes across the region and how best MCN can link in with IJBs processes	Member representation of the MCN SMT supports the revised planning processes and work of the MCN	ongoing	LD MCN SMT Chair
	Review Senior Management Team role, remit and membership in light of above	SMT reflects new planning processes Revised SMT to meet early 2019	ongoing	MCN Clinical Lead MCN Manager

