

# Communique #1: Statewide PCP Strategic Workforce Development Planning Project

<i>Rationale</i>	<i>Distribution</i>
<p>The project communiqués will provide information on the progress of this Project.</p> <p>There will be 4 communiqués scheduled to align with formal interim (progress) and project closure reports and Project Advisory Group meetings Dec (2011) March, July &amp; Oct (2012).</p> <p>Communiqués will be distributed via email to stakeholders as listed</p> <p>Communiqués will also be published on IEPCP website and Vic PCP website</p> <p>Communiqués will also be made available at meetings and forums as relevant.</p>	<p>Department of Health Statewide PCP EO &amp; ICDM networks Project Advisory Group Other key stakeholders who are:</p> <ul style="list-style-type: none"><li>• Participating in the project</li><li>• Managing people who are participating in the project</li><li>• Providing authorisation for project activities</li><li>• Providing direct/indirect support and/or resources to the project</li><li>• Involved in project governance</li></ul>

## *The Project Background:*

In Late 2010, a network of Integrated Chronic Disease management (ICDM) workers from the 30 Primary Care Partnerships (PCPs) across Victoria identified there was a lack of evidence to inform chronic disease workforce training.

A number of PCP's have undertaken Training Needs Analysis (TNA) amongst their member agencies there is no consistent or standardised approach to the process. PCPs have also expressed the need to share the data generated from TNAs to support coordinated planning of training across the State and improve PCPs collective knowledge of workforce training needs and options.

Subsequently, a working group was formed amongst ICDM workers from both rural and metropolitan PCPs. The group agreed there was a need to develop a single TNA with guidelines on how to plan, implement and evaluate data from the TNA, that would be accessible to all PCP ICDM workers and would inform workforce planning and systems change to support people with chronic and complex conditions.

## *Project Aim and Objectives*

The project aims to develop a standardised Training Needs Analysis process and resource kit (the 'Toolkit') for use by PCPs across Victoria. This resource will support PCP's in determining the learning needs of agencies' workforce, thereby facilitating improved planning and delivery of training programs by PCPs across the state.

Specific project objectives are:

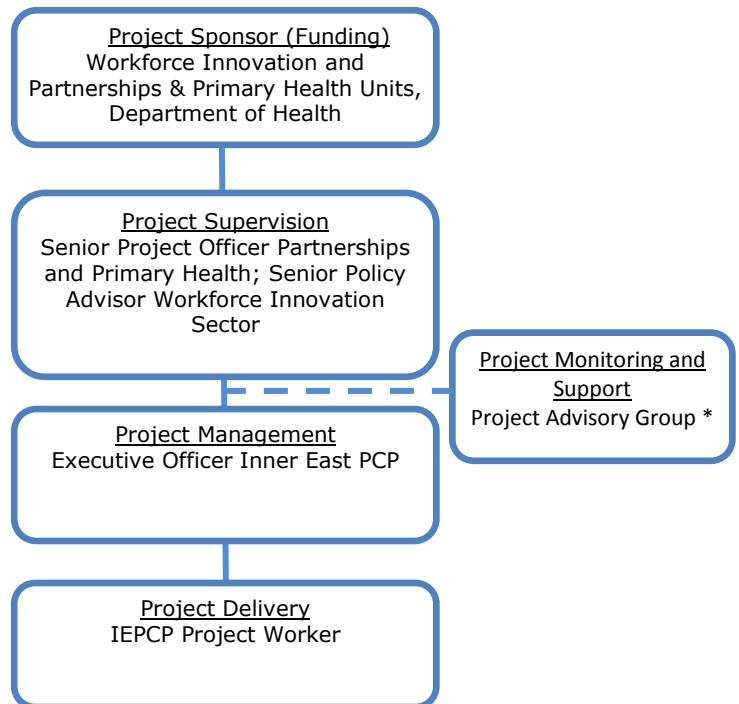
1. To develop a sustainable resource to support PCP's and their member agencies to effectively identify the training needs relating to chronic and complex conditions within the primary care health workforce;
2. To support state wide data collection of workforce training needs across the state through the development of a standardised tool and resource kit that will enable consistency in collection and analysis by PCPs organisations;
3. To establish 'best practice' standards for ICDM TNA based on existing literature and evidence including individual, team and system 'competencies';
4. To map existing practices in PCPs re sourcing and using different training providers to deliver CIC related training;
5. To ensure effective consultation with and engagement of key project stakeholders;
6. To demonstrate high quality project management skills throughout the course of the project;
7. To successfully meet agreed deliverables within established timelines and available resources (financial and non-financial).

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*Who's involved in the Project governance?*

*Where are we at now?*

- Project activities are progressing but some slight delays arising from the recent resignation of project worker are expected to have an effect until January/Feb 2012;
- Detailed Project plan has been finalised & submitted to the Project Sponsors (Department of Health) for agreement 22<sup>nd</sup> December 2011 incl.:
  - GANTT
  - Stakeholder analysis and communications plan;
- The review of best practice in training needs analysis (including designs and processes) has commenced to identify a framework in which the standardised TNA can be developed;
- A review of the best method/s to be used to gather information (i.e. on-line survey, phone interviews) re current training planning & delivery processes and tools being used by PCPs across Victoria is underway and timeline for this activity, and the development of 1<sup>st</sup> version of the 'toolkit' has been adjusted;
- 1<sup>st</sup> Project Advisory Group meeting held 18 November 2011.
- 1<sup>st</sup> briefing with Statewide ICDM Network held 16 November 2011
- 1<sup>st</sup> key deliverable – Interim Progress Report #1 – submitted to Project Advisory Group 23 December 2011.



## *Risks and issues*

The following issues have impacted the project causing some delays in progress:

1. Resignation of project worker (impact mitigated by EO/ICDM Coordinator managing project until position filled)
2. Price Waterhouse Cooper have been contracted to develop a generic evaluation framework for Workforce Branch, DoH. As 50% of this project is funded by that branch of Dept Health, IEPCP has been required to participate & has attended workshops & meetings accordingly. This additional activity has involved nearly 40 hours of project time plus travel costs to date involving IEPCP ICDM Coordinator, project worker and Executive Officer in order to get some resolution re problems in applying prescribed framework to this kind of work.

## *Where to from here?*

Seek endorsement of detailed project plan and supporting documents

Resume stakeholder consultations for information gathering early January

Explore options to appoint to the implement the project as soon as possible.

*Questions? If you would like some further information on this project please contact: [mandy.geary@iepcp.org.au](mailto:mandy.geary@iepcp.org.au)*