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Bwrdd Iechyd Prifysgol
Abertawe Bro Morgannwg
University Health Board



Meeting Date	16th August 2018	Agenda Item	2i.
Report Title	Update: E Job Planning		
Report Author	Sharon Vickery Assistant Director of Workforce - Delivery Units and Medical Staffing		
Report Sponsor	Hazel Robinson, Director of Workforce and OD,		
Presented by	Sharon Vickery Assistant Director of Workforce - Delivery Units and Medical Staffing		
Freedom of Information	Open		
Purpose of the Report	This report is submitted to the Workforce and OD Committee to provide an update on the implementation of E-Job Planning and to set out the risks associated with this.		
Key Issues	This report sets out the progress achieved so far, the challenges and follow up actions required to complete the roll out and deliver the benefits		
Specific Action Required <i>(please ✓ one only)</i>	Information	Discussion	Assurance
		✓	
Recommendations	<p>Members are asked to note:</p> <ul style="list-style-type: none"> • The progress achieved so far. • That the roll out of E-Job Planning is not complete and requires further work. • The risks associated with not completing the roll out. • The delay that will ensue whilst we recruit staff to undertake the work. • The Health Board's decision to fund the bid pending the outcome of the Welsh Government application which will allow the work to continue. 		

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E-Job Planning

1. INTRODUCTION

To set out for the Workforce and OD Committee what progress has been achieved so far with the roll out of the E-Job Planning system.

2. BACKGROUND

The Health Board agreed in 2017 to roll out E- Job Planning to all Delivery Units as the vehicle by which to conduct and record job planning. Anticipated benefits were that the system would allow transparency, consistency and an ability to produce a suite of reports to track progress and analyse a range of issues.

A part-time Project Manager from Finance was appointed to implement the system. The Project Manager returned to her full-time Finance role from 1st July 2018. Attached as Appendix 1 is an update of how far the roll out has progressed.

The Committee will note that progress varies from Delivery Unit to Delivery Unit. Appendix 1 shows that there is still a considerable amount of work to be undertaken to complete the roll out. No Delivery Unit is yet fully operational. Princess of Wales and Singleton Hospitals were the first Units to undergo training and set up. Morriston and Primary Care and Community were approached at the end of the programme. Primary Care and Community have not yet started and Morriston so far has failed to provide any set up details.

Whilst the project manager has done an excellent job in support the roll out to date it is believed that the roll out was not sufficiently supported from a resource perspective to fully complete the implementation of the programme of work. The learning from this experience is that the roll out should have been supported by a dedicated resource as they have deployed in other Health Boards. As a consequence the roll out, where it has occurred, has been a technical one. It is felt that the following work now needs to be undertaken:-

- The roll out programme needs to be revisited to ensure that all users fully understand the system.
- A check of the set up details to ensure that these meet the needs of the specialties.
- Further training to ensure users are confident.
- Complete the roll out where this is not complete or where it has not started.
- A review of the residual resource to run the system. There are currently resources for a Band 4, but it is felt that this may be inadequate to support the ongoing requirements of the system.
- Establish a reporting functionality.

The Workforce and OD Committee is asked to note that the Workforce and OD Director has been pursuing an Invest to Save Bid with Welsh Government for a Band 7 and Band 5 to scrutinise every job plan either on paper or within the E-Job Plan

system to ensure that the details are correct, to pick up any errors or misinterpretations and identify any overpayments. If the bid is successful, there will be sufficient resource to also complete the E-Job Planning roll out.

The Health Board was not due to be notified of the outcome of the bid until at least October 2018. If this was unsuccessful there would be insufficient resources within Workforce and OD to support the completion of the roll out of the E-Job Planning system, which is an essential stream of the digital workforce strategy.

However the Committee should note that the Health Board has decided to fund the bid pending the outcome of the Welsh Government process so this will mean the roll out can continue given the project had been halted. It is anticipated that roll out will continue from autumn onwards once resources have been recruited.

3. GOVERNANCE AND RISK ISSUES

These have been largely mitigated by the Health Board's decision to fund the bid to allow the roll out to continue. There is likely however to be an inevitable delay given the need to recruit resources to undertake the work.

4. FINANCIAL IMPLICATIONS

If users are not confident they may use the system incorrectly leading to costly mistakes. Job planning may not be maximised leading to financial risks. Potential waste of investment. This should be mitigated by the funding of the bid as sufficient training and support will now be available.

5. RECOMMENDATIONS

Members are asked to note:

- The progress achieved so far;
- That the roll out of E-Job Planning is not complete and requires further work;
- The risks associated with not completing the roll out;
- The delay that will ensue whilst we recruit staff to undertake the work; and
- The Health Board's decision to fund the bid pending the outcome of the Welsh Government application which will allow the work to continue.

Governance and Assurance							
Link to corporate objectives <i>(please ✓)</i>	Promoting and enabling healthier communities		Delivering excellent patient outcomes, experience and access	Demonstrating value and sustainability	Securing a fully engaged skilled workforce	Embedding effective governance and partnerships	
				√	√		
Link to Health and Care Standards <i>(please ✓)</i>	Staying Healthy	Safe Care	Effective Care	Dignified Care	Timely Care	Individual Care	Staff and Resources
			√				√
Quality, Safety and Patient Experience							
If job planning is not undertaken effectively this could impact on the quality of patient care and experience							
Financial Implications							
If users are not confident they may use the system incorrectly leading to costly mistakes. Job planning may not be maximised leading to financial risks. Potential waste of investment. This should be mitigated by the funding of the bid as sufficient training and support will now be available.							
Legal Implications (including equality and diversity assessment)							
Not applicable.							
Staffing Implications							
That additional resources will be recruited to complete the rollout and embed the system to drive the benefits							
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)							
Not applicable							
Report History	First report to summarise the end of the rollout supported by the Project Manager						
Appendices	Appendix 1: E Job planning Update						