

Maternity Workforce Action Plan

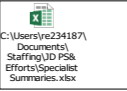
Planning Manager:

Management Lead:

RAG status definition:

WORK PROGRAMME PURPOSE:

- G On track
- A In progress
- R Off track significantly and/or no mitigation identified

REF	Lead	OVERALL RAG	HIGH LEVEL MILESTONES	ACTIONS	FOR ACTION BY	PLANNED START DATE	PLANNED END DATE	PROGRESS UPDATE	RAG
Workforce Planning	Tracey Edey		Review the skill mix of band 2 HCAs and band 3 MCAs within the obstetric unit	Review actual requirement across the unit	DHOM and finance partners	17/04/2024	Revised date 07/2024	T&F Group developed ToR agreed. Next meeting 28th June. Engagement workshops undertaken.	A
				Baseline Financial Assessment	HOM / DHOM & Finance	17/04/2024	Jul-24	TE to meet with finance partners.	A
			Review MCA requirement to provide 24 hour provision on the postnatal ward and 24 hour support on the Labour ward.	Agree and set templates within current financial envelope	HOM, DHOM and finance partners	17/04/2024	01/11/2024	Through strategic workforce plans.	A
				Baseline Financial Assessment	DHOM and finance partners	22/04/2024	31/07/2024	TE to set up meeting with finance to incorporate in strategic workforce plan	A
			Review the skill mix in community to increase MCAs to improve overall workforce capacity.	Review actual requirement across the unit	HOM / DHOM	22/04/2024	31/07/2024	Part of strategic workforce plan	A
				Review as part of workforce planning group, not currently funded for ward 20	DHOM and finance partners	22/04/2024	31/07/2024	Part of strategic workforce plan	A
			Review the band 2 HCA job description and better define the role in maternity care	Baseline Financial Assessment	DHOM and finance partners	complete			G
				Review actual requirement across the unit	HOM / DHOM	complete			G
			Develop a competency framework for band 2 HCAs and band 3 MCAs in maternity care	Agree and set templates	DHOM and finance partners	complete			A
				review and update Job Description	Group Nurse Director and HOM	17/04/2024	1st draft end June final end July	HCA JD workshops held. Meeting on 28th June to provide draft of proposed JD. final version JD submitted end of July for job matching	A
			Develop a Level 3 vocational training programme for maternity care with Agored Cymru for future MCA development.	Implementation of new JDs	Group Nurse Director and HOM	17/04/2024	End of Sept	implementation which will include an OCP with indicative timescale to implement from Sept	A
				Band 3 OU Competency Framework agreed	Workforce Transformation Midwife	complete		Framework developed to discuss in line with drafted JD	G
			Consider the appointment of a dedicated Practice Educator to work alongside teams to support training and competency development of new and existing MCA's and ensure success of the investment	Band 3 ANC Competency Framework to be completed	Workforce Transformation Midwife	TBC			R
				Band 2 Competency Framework to be agreed and implemented	Workforce Transformation Midwife	complete		As above	G
			Evaluate the impact of the role of Business Support manager on the release of clinical midwifery leadership time	Explore in house options	DHOM	19/04/2024	19/05/2024 - to be updated due to further actions	LB to scope and update, TE to link in with Mel L & Lucy Bevan To be added to workforce plan? Update for further scoping	A
				JD developed and advert live	HOM	Complete		No longer funded by HEIW- need to find funding internally, added into to strategic workforce plan. - post holder currently in post	G
			Review service requirements for phlebotomy and ward clerical roles and evaluate the value on workforce capacity by releasing midwifery time	Advertise and recruit into role on a temporary basis	Service Manager			Business case developed for future role	A
				Ensure postholder has adequate training to undertake the role	Service Manager				G
			Review Specialist Midwives job descriptions and undertake annual job planning	Develop new Business case after 6 months in post to establish impact	Service Manager				G
				Business Case for support staff- Phlebotomy & Ward Clerks	Service Manager	17/06/2024	09/07/2024	No progress- recently passed to service manager	A
Workforce Plan	Review requirements within Maternity Services	Deputy HOM and Service Manager	22/04/2024	end June	Workforce Plan written included in there	A			
	Review JDs	Deputy HoM/Service Manager	Completed			G			
Digital Solutions Planning Group	Ria Jenkins/Tracey Edey/Becky Newton-Williams		Develop a health board digital solution for women to register new pregnancies online.	Implement solution	Community Matron	completed			G
				Ensure effective scrutiny and performance management of new roster templates within the obstetric unit.	Set new roster templated	DHOM / HOM	22/04/2024	TBC	DHOM to meet with roster team
			Explore digital solutions for a range of paper and spreadsheet based processes together with eliminating duplicative and triplicate forms.	Embedding roster scrutiny	DHOM / HOM	Completed		GND chairs scrutiny meetings, HOM to take over chair in the future.	G
				Appoint digital midwife	HOM	completed			G
			Consider the use of an e-scheduling system such as E-rostering in community midwifery	Work with Digital Team / Digital plan to explore digital solutions	Informatics lead/Maternity Service manager	30/03/2024		Digital aware of request and requirement- no current resource	R
				Set us T&FG for DMC workload	Digital Lead/Service Manager	17/06/2024	End June		
			Safe Care	Review discharge processes	Informatics lead/Maternity Service manager	30/03/2024	TBC	Digital aware of request and requirement- no current resource	R
				Decision to consider Allocate system	HOM and Community Matron	completed			G
			Intrapartum Booklet	Consider impact on lone working	HOM and Community Matron	completed		policy reviewed by community matron	G
				Include into IMTP	HOM and Community Matron	completed			G
			Reinstatement of Community Intrapartum Services	Plan and implement	Informatics lead/Maternity Service manager/Matron	TBC	Sept/Oct	Community Matron to set up meeting to discuss implementation date	A
				Plan and implement	Informatics lead/Maternity Service manager/Matron	TBC	TBC	Obstetric Matron to arrange meeting with safe care team	R
			Support staff to complete the HEIW Labour Ward Coordinator recommended induction programme.	Develop and print an intrapartum booklet for all women	Intrapartum Lead Midwife	22 April 2024		Printed and in use, for review	G
				Communicate with HEIW re launch date of programme	HOM / DHOM	completed			G
				All new starters to commence programme	Intrapartum Lead/Matron	completed			G

