

Role Redesign Day

Preparation General

We suggest that the Board Sponsor, or a senior member of the Trust/ organisation, is invited to the open day, and provide the organisational context for developing the roles within the organisation.

The Practice Educator/ Project lead should then lead the rest of the programme (Supported by the SHA Assistant Practitioner Project Manager).

Invitees

Identify clinical / community teams members who will work / support the trainee Assistant Practitioners. This could include the following:

- Ward Managers / Service Managers
- Qualified Nursing Staff
- Healthcare Support Workers
- Therapists
- Team Leaders
- Social Workers
- User representatives
- GP Practice Team
- Community Team representatives

Other people who need to be involved:

- Champion
- HR representative
- Workforce Modernisation Lead (if appropriate)
- Pharmacy Lead
- Representative from the education institution (optional)
- Trainees themselves (optional)
- Practice Educator for another pilot site
- Role Redesign facilitators (Lorna Dimes has list)

Inviting Participants

- Managers will need to agree to releasing staff and arranging cover of work.

- Personally invite all participants to away day. Within the letter it is important to explain roles, what the goals are and outline expectations of what the event should achieve.

Facilities

A large room will be needed with large tables for group work. Plan in advance and group staff with shared clinical interest. NB Always check before commencing that people are sitting where they would like to be.

Agenda / Format

- See example agenda provided below

Equipment Required

- OHP, projector and lap top
- Presentations
- Flip charts
- Marker pens
- Post it notes
- Sellotape
- Blue Tack

Other useful resources for the day

- Posters on Accountability
- Promotional leaflet e.g. Assistant Practitioner leaflet
- UCLan material

Evaluation Form

- Ask participants to complete an evaluation of the day

Attendance Sheet

- Please ensure a record of all attendees is taken on the day.

After the Day

- Follow through with any action points identified
- Write up the day (including any group work / flipcharts) and ensure all participants receive a copy
- Feed the outcomes of the day to the steering group
- It will then be up to the steering group to take any outstanding matters forward.