Project to establish systems & processes for the introduction, monitoring & reporting of new Technologies/Clinical Practices at Southern Health

Drivers for change Environmental factors	Inputs/resources	Need/Gap	Evidence of need/gap
Advances in new health technologies	Preliminary work done by Southern Health (NCPC)	Limited explicit criteria for decision-making	Existing application form did not address all DHS criteria
Greater consumer expectation & demand	DHS Guidance documentation	Limited transparency in decision-making process	Lack of documentation for how/why decisions were made & record of actual decisions
Increased requirements for transparency and accountability in health service processes	Executive level endorsement	Lack of awareness of requirements for applications	TCPs introduced without applications
Increased requirements for evidence-based decision-making	Technology/Clinical Practice Committee	Need for accessible application materials	Difficulty accessing materials as expressed by applicants
Finite resources	Secretariat Service Executive Officer Administration	Lack of appropriate and representative views in decision-making	Limited availability of Committee members to attend meetings at short notice
		Inadequate preparation time for Committee members to review applications	Applications provided to Committee members 24 – 48 hrs before meeting
		Lack of understanding of Evidence-Based Practice and/or lack of resources	Applications contained inappropriate information to establish evidence of effectiveness
		Lack of electronic communication resulting in inefficiency and inconsistency	All correspondence in hard copy

Drivers for change Local factors
Southern Health leadership in management of new TCPs through TCPC
Southern Health expertise in EBP through CCE
DHS Directive for Health Service TCPCs

Components	Activities	Deliverables			Short Term Outcomes		Intermediate Outcomes		Measures/ indicators			
	Map current best practice (national/ international)	Identification of elements of best practice			Utilised information in establishment of TCP Program		Compliance with best practice		Measures of elements of best practice			
Governance	Establish overall process & documentation	TOR for TCPC	SH Protocol for TCP applications	SH Flowchart for TCP applications	TOR enacted		Increased transparency of TCPC purpose & boundaries	Ensured sustainability of the SH TCP Program	Attendance at meetings	Compliance with responsibilities	Meeting reporting requirements	Structure, Skills, Resources, SH commitment in place ✦ SH TCP Program utilised
Application for new TCPs	Establish application process & documentation in accordance with DHS requirements	Meeting schedule and application deadline	New TCP application form	Process of appeal/ conflict reolution	Application process & documentation established in accordance with DHS requirements		Appropriate representation at TCPC meetings	Comprehensive applications submitted	Appropriate representation at TCPC meetings	Number of applications received	Number of applications completed correctly at first submission	Applicants satisfaction surveys/feedback form
Decision-Making for introduction of new TCPs & subsequent review	Establish decision-making process & documentation	Decision Summary for initial approval	Conditions of Approval	Certificate of Approval (provisional – subject to monitoring)	Use of explicit criteria in decision-making	Decision-making process and documentation established for new TCP Applications	Increase in transparency of decisions made & applications approved	Increase in transparency of TCPs considered standard practice at SH	Were all criteria addressed	Was the decision summary utilised for all applications	Were all decision summaries published	Was compliance with conditions of approval received by due date
		Decision Summary for review of approved TCPs	Certificate of approval as standard practice	Certificate of Approval	Decision-making process and documentation established for revised TCP Applications				Were all criteria addressed	Was the decision summary utilised for review of applications	Were reviewed decision summaries published	Were certificates of approval for standard practice sent
Monitoring & Reporting of newly introduced TCPs	Establish monitoring and reporting process & documentation	Reporting instructions for applicant	Outcome spreadsheet template	Progress Report Template	Process & documentation established for monitoring & reporting of approved TCPs		Receipt of patient outcomes information		Number of applicants who used our outcome spreadsheet	Number of applicants who sent all reporting information by due date	Number of reporting templates completed correctly	Feedback results from applicants
		Reports to EMT Template	Reports to DHS Template				Reports sent to EMT & DHS		Evidence of reporting to EMT & DHS	Feedback re: appropriateness of reporting		
Resources	Develop support systems & resources documents	Provide support in coding, evidence & business cases	TCPC Website		Appropriate & relevant resources developed		Utilisation of all resources by SH Staff		Feedback from applicants re quality of resources	Consent Forms present in Patient Record	Feedback re accessibility of resources	Patient survey: Did you receive Patient Information
		Patient Information and Consent Templates	'Finding the Evidence' step-by-step guide						Quality of resources: Requests for use			
Administration	Establish administration process & documentation	Checklist of actions & timelines	Template folders for all hardcopy & electronic documentation	Templates for TCPC Agendas & Minutes	Administration documentation developed		All new applications handled in the same way					
		Data Management System	Electronic calendar for due date reminders	Register of applications (electronic)	Data management system developed		Transparency in stages applications are at					
		Reporting Database										
Evaluation & Quality Improvement	Establish the process & documentation for Evaluation & Quality	Schedule of evaluation activities	Plan of quality improvement activities	Feedback forms	Process & documentation for evaluation & quality improvement established		Evaluation of SH TCP Program	Quality improvement of SH TCP Program undertaken	Modification or reinforcement of program based on evaluation	Search to determine if systems were used elsewhere	Number of requests received to use SH TCP Program resources/expertise	Number of new TCPs introduced without application
	Identify Barriers & Enablers											
	Pilot	VPACT applications	Review of VPACT process	Feedback forms								
	Dissemination & implementation	Letters to all managers, dept/unit heads, SMS re process & responsibilities	Articles in Southern Health newsletters	Publish Decision Summaries on the website	Profile of TCP Program established at SH		SH Staff aware of SH TCP Program					