

Breast Care Services Review

Project Status Report

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| Project Name: Breast Care Services Review | | | Overall Project Status (RAG) | |
| | | | Green | |
| Project Manager | Project Director | Period Covered by Report | Produced by | Date Report Produced |
| Elizabeth Williams | Helen England | September 2009 | Elizabeth Williams and Eva Nabeta | 29 th September 2009 |

1 Introduction

Purpose

The purpose of this document is to provide an update on the progress of the project for the month of September 2009.

Overall status

The project is progressing according to plan.

2 Highlights / achievements

Project Board

The Project Board met on the 11th of September 2009. During the meeting the clinical outline model document was discussed in some detail and amendments were agreed to reflect developments since it was first drafted. The Project Board agreed for the independent panel that is part of work stream 3 (location) to reconvene on the 6th of October with the clinical group to seek clarification on questions that had prevented a decision being made as to the preferred location for the hub. The Project Board received with thanks a paper on financial and activity data and health equity reports. The next meeting of the Project Board will be on the 7th of October.

Project Team

The Project Team has not met since the last status report. The next meeting of the Project Team will be on the 21st of October.

Quality control:

Weekly monitoring emails are being sent to the Project Team and work stream leads alerting them to the Risks, Actions, Issues and Lessons Learnt (RAIL) log and following up their progress against these. The RAIL log is updated weekly.

The Action Plan is being continually updated and was viewed by the Project Board at its September meeting. A Gantt Chart is in progress.

Other

The session organised by Tony Jones, NHS Bristol Patient and Public Involvement Lead, for Bristol North Somerset and South Gloucestershire Local Involvement Networks (LINKs) was cancelled as response to the invitation sent out by LINKs was very poor.

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A work shop has been organised to complete the Impact Assessment on the 7th of October after the Programme Board.

Newsletter 3 has been produced and distributed and is available on the website.

3 Progress

Work stream 1 –Service model and clinical pathway Lead: Simon Cawthorn

Green

Status: The work stream is progressing steadily according to plan.

Highlights/achievements

Work stream 1 continues to have the commitment of clinical stakeholders.

Work continues on the production of a high level report of the space currently used and the space that will be required by the new service model.

A meeting took place on the 11th of September to discuss how provision of the screening service will fit with the new model. Further modelling is necessary and planning is underway to take this forward.

Simon Cawthorn and Alison Wint have started their round of presentations to NHS Bristol's GP fora on the clinical model. Dates for NHS North Somerset and NHS South Gloucestershire are still being arranged.

Plans for the next period

Work is underway to produce a map indicating where patients currently accessing breast care services live. This will be used alongside transport data and the health equity audit data to inform the work on the proposed location for the spokes. A planning session to agree the approach for determining the proposed location for the spokes and ensuring patients and the public have the opportunity to contribute to this has been set for the 6th of October.

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| Work stream 2 – Evidence to support the proposal Lead: Eva Nabeta | Data Analysis | Green |
| | Environment | Green |
| | Expert Panel | Green |
| <p>Status: Work on all three components is progressing well.</p> <p>Highlights/achievements The Financial and Activity Review was discussed at the Project Board meeting in September. Work is progressing well with Best Foot Forward on the environmental sustainability assessment. However, the deadline for the final report has been moved back to the 20th of October as the data analysis on the new model is dependent on the decision being made for the preferred location of the hub. The Project Board agreed the composition of the final external panel of experts.</p> <p>Plans for the next period Secure outstanding data for the environmental sustainability assessment to ensure the final report will be complete by the 20th of October. To agree a date for the final expert panel and invite the nominated members.</p> | | |
| Work stream 3 – Location Lead: Helen England | | Green |
| <p>Status: Process underway for assessing the preferred location for the hub.</p> <p>Highlights/achievements The independent panel had a constructive day on the 4th of September and received presentations from clinicians, patient groups, the Local Involvement Networks (LINKs) and management/estates representatives from North Bristol NHS Trust and University Hospitals Bristol NHS Foundation Trust. By the end of the day, the panel had a number of outstanding issues they wished to explore; therefore the panel will reconvene with the clinical group as a whole on the 6th of October to test these outstanding issues.</p> <p>Plans for the next period The Project Board will be updated with the outcome from the assessment process at the October Board meeting. To run a due diligence process on the preferred option for the hub based on the other eight criteria.</p> | | |

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| <p>Work stream 4 – Equity and defining outcomes Lead: Jo Williams</p> | <p>Green</p> |
| <p>Status: The Health Equity Audit is complete and work is now progressing to complete an Equality Impact Assessment.</p> | |
| <p>Highlights/achievements The Project Board received with thanks the three papers produced by this work stream: Health Equity Audit of the Breast Care Service, Design and Delivery of an Equitable Service and Embedding Equity Profiling into Monitoring of Service Performance and Outcomes.</p> | |
| <p>A session with service users representative of the six equality strands is being organised for the 21st of October to complete the Equality Impact Assessment.</p> | |
| <p>Plans for the next period To complete the Equality Impact Assessment with help from Habib Naqvi.</p> | |
| <p>4 Key events/communications for the next reporting period September 2009</p> | |
| <p>Additional key events to be completed next period:</p> <ul style="list-style-type: none"> ○ Produce and distribute Newsletter 4 | |
| <p>5 Audits scheduled / undertaken</p> | |
| <p>Basis will continue to perform the external quality assurance of the project.</p> | |