

SPB: Checklist for steps in planning and implementing measures¹

In planning your SPB measure, you should begin by assessing the basic workability of your project. Make sure you consider the three most important points: that all relevant partners are represented, necessary project resources have been secured, and management has committed to supporting the project.

These points are important for the success of the project:

1) Representation of all relevant professions in the project group

Check: Are all important professions represented in the group and in the persons taking on leadership roles? If not, is it possible to expand the spectrum of professions represented?

2) Securing of basic project resources

Check: Are basic project resources available?

- Are time resources spent on the project counted as working hours?
- Have you secured the necessary financial resources for materials?

3) Management's commitment to the project

Check: Have the management of the department and of the hospital assured you of their agreement with and support for your work?

If one or more of these points are not covered, project manager(s) and the project group as a whole should ask themselves the following questions:

- Who could help us toward (better) providing the necessary prerequisites? Who would be able to support us? How might we acquire their support?
- What is the position of department and hospital management with regard to the situation?
- Is there any way for us to reduce the resources necessary? With which minimum goals does it still make sense to follow through with the project?
- Can we achieve these minimum goals?
- If not, discuss the situation with management and express clearly that you cannot carry out the project under the given conditions. (Should you indeed decide to break off the project, document the reasons and inform LBISHM.)

Once you have taken care of these basic issues, begin taking the steps necessary for internal coordination of project implementation:

¹ Source: Nowak, P., Bischof, B., Trummer, U., Novak-Zezula, S., Schmied, H., Anleitung 06 - PAT 2003, Vienna, LBISHM

Coordination process:

a) Initial planning in the project group

- Final definition of the measure to be implemented, on the basis of the "SPB: Needs assessment clientele" and internal coordination processes involving all stakeholders.
- Appointment of the person to be responsible for documenting the measure
- Filling out the first page of "SPB: Documentation of the planning and implementation of a measure" together in the project group

b) Presentation and agreement in the steering group:

- Presentation
- Confirmation of agreement and support for the project in principle
- Completion of joint project agreement.

c) Detailed planning in the project group

- Filling out the second page of "SPB: Documentation of the planning and implementation of a measure" together in the project group

d) Documentation of the measure

- Send the first page with the description of the measure and the second page with the planning steps included to LBISHM
- Feedback from LBISHM

e) Actively seeking feedback from partners in the SPB group

- Use the web forum!

f) When implementation has been finished

- **Check:** Could the measure be implemented as planned? If not, correct and/or add to the planning steps on the second page of the "SPB: Documentation of the planning and implementation of a measure"

TIP:

Have your steering group or management confirm in writing your brief to implement the project. This gives you and your team security in expressing the hospital's commitment to the project.

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Beginning implementation

a) Kick-off event in the hospital to inform about and present the project (participants: project team, steering group, and other interested departments, staff members and clients)

b) Taking the planned implementation steps one at a time

c) Interim checks by the project group: How is the beginning of implementation going? If there are difficulties, adjustments can be made, perhaps in coordination with the steering group

d) Actively preparing for and taking advantage of the upcoming intervision at the benchmarking group's implementation workshop (February 13-14, 2004)!

e) End of the initial implementation phase: End of April 2004!

Marketing for the project and the measures

Marketing is important to the success of your project. Here are some tips:

- Take advantage of presentation and information materials as marketing points for the project and its intended measures
- Use print media such as hospital newsletters, local press and information posters to convey information about the project
- Project members and other department staff can also take advantage of any other more informal moment to tell others about the project
- Good opportunities for presentations, interim reports and discussion are presented by the meetings of quality assurance commissions, employee councils and department heads.
- Do not take measures in secret – secrecy neither explains nor promotes success!

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Appendix: Schedule overview according to the Reggio workshop, September 2003

<p>Assess clientele and needs of clients:</p> <ul style="list-style-type: none"> • Which migrants come to maternity ward? • Which language do they speak? • Which literacy levels do they have? • Can they read? <p>Assess needs of clients conc. dimensions in the measure (access, information, format of information, facilitators)</p>	Project group	Oct. - Nov. '03
<p>Plan and prepare the measure in detail on the basis of needs assessment and the resources available</p>	Project group	Nov. '03 - Feb. '04
<p>EU Implementation workshop</p>	Project manager	13. - 14. Feb. '04
<p>Implement the measure Depending on the measure chosen:</p> <ul style="list-style-type: none"> • Conduct training course • Deliver brochures and/or information material • Etc. 	Project group	Mar. - Apr. '04
<p>Data collection for outcome evaluation of the measure</p>	Project group	Mar. - Apr. '04