

# CCDM *councils*

What is a local data council?

Safe Staffing & Healthy Workplaces Unit  
April 2018

# Session outline

- What is a local data council?
- How does the local data council fit with CCDM?
- Why have local data councils ?
- What is the role of the local data council?
- Who should be involved?
- What's in it for you?
- What next?

# What is a local data council?

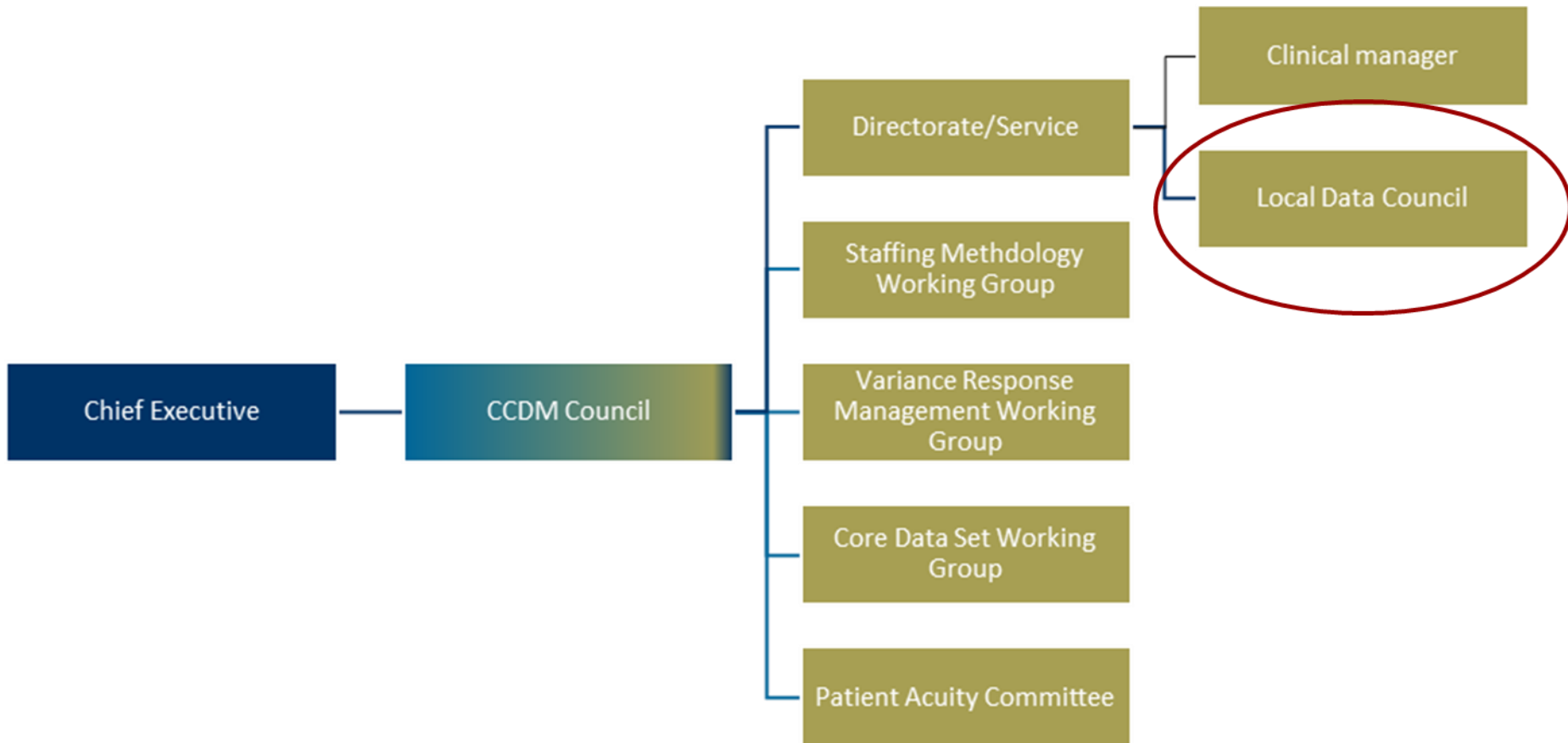
It is a permanent group of frontline staff that:

- Self manage the group
- Jointly identify and solve problems
- Set goals
- Measure results
- Spread successful practices

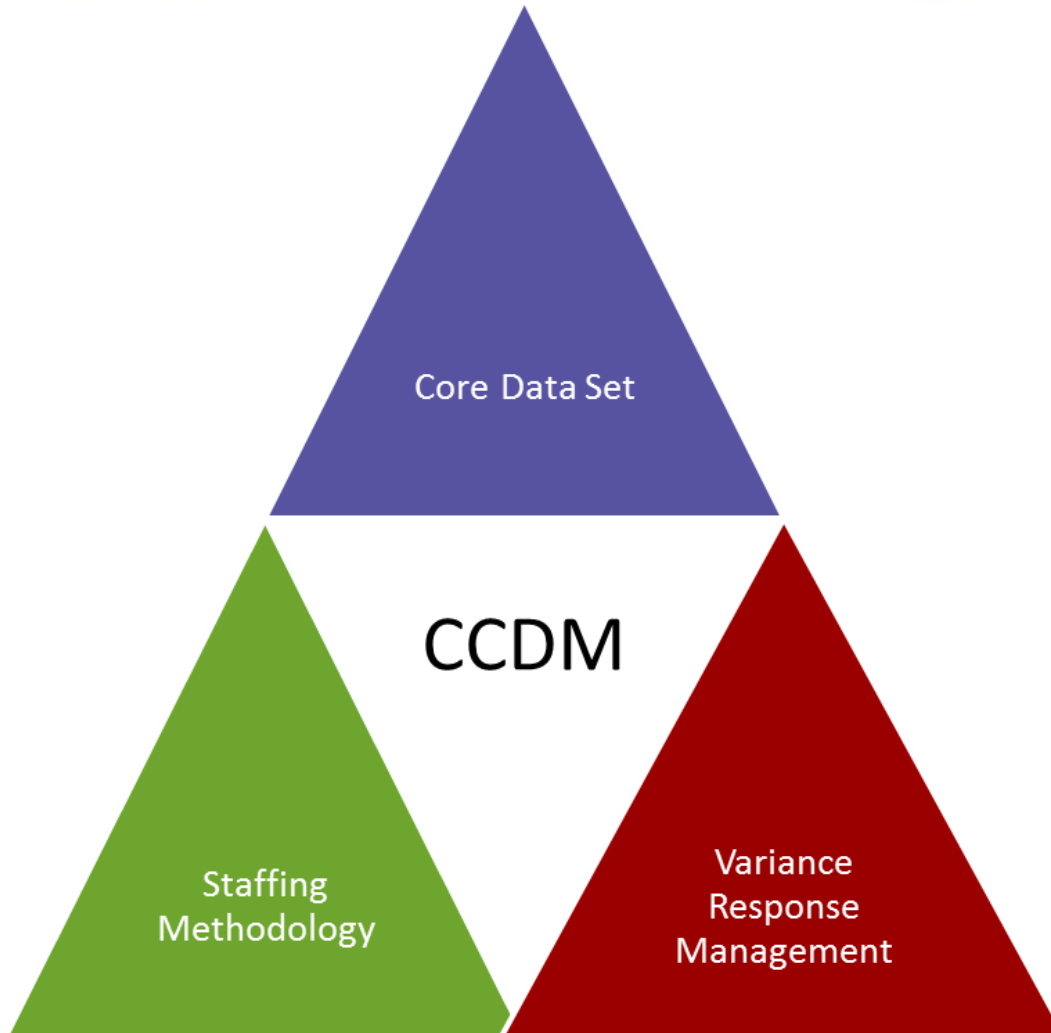
This may be a separate group or occur during a ward staff meeting.

# What is a local data council?

It is part of a network that helps achieve safe staffing healthy workplaces using CCDM



# CCDM programme



Partnership + Governance + Validated patient acuity

# Fit with CCDM?

## Organisation CCDM council

Staffing methodology

Variance response management

Core data set

## Directorate/working group

Staffing methodology

Variance response management

Core data set

## Ward/unit local data council

Staffing methodology

Variance response management

Core data set

# Why have a local data council?



The achievements of an organisation are the results of the combined effort of *each* individual

(Vince Lombardi)

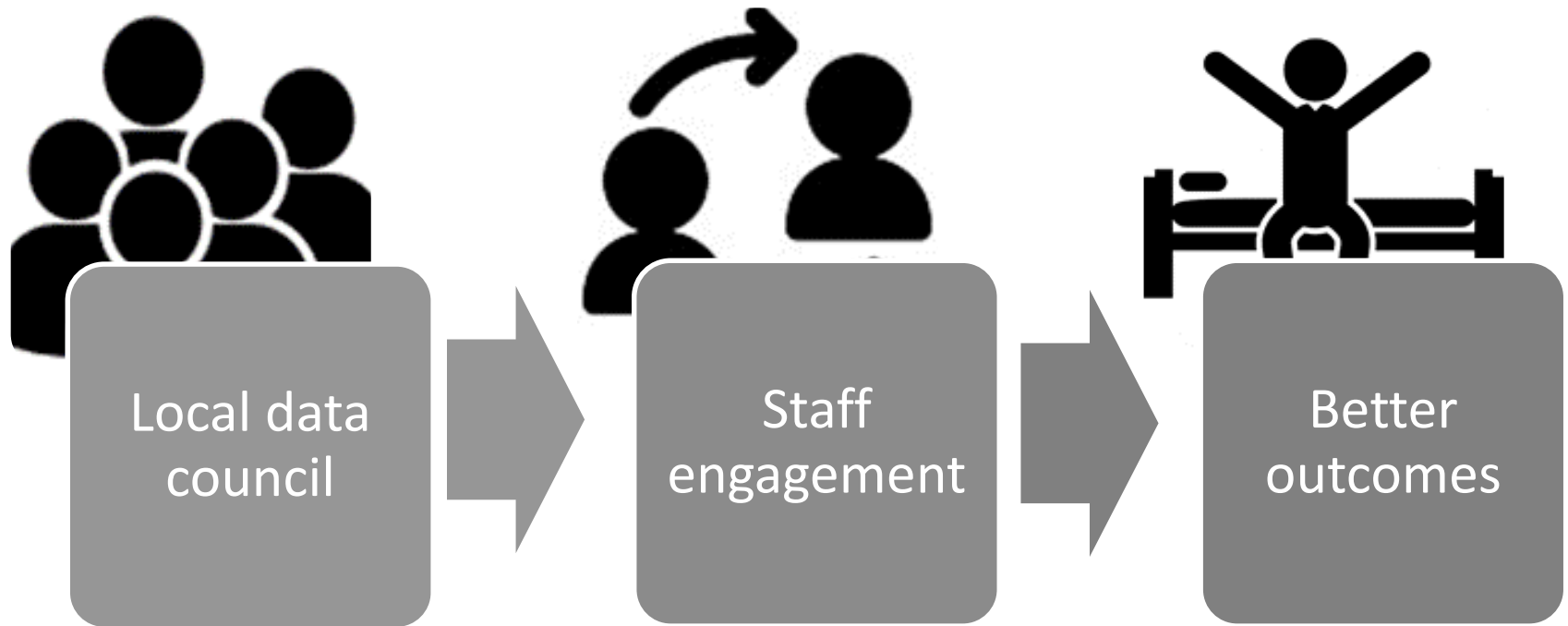


# Why have a local data council?

- Increase collaboration between front line staff, managers and health union
- Jointly improve work process and work environment
- Involve people close to the problem, with solving the problem



# Why have a local data council?



# What will the local data council do?

- Meet regularly (e.g. monthly)
- Jointly identify problems
- Develop improvement plans
- Monitor measures (core data set)
- Support colleagues to make improvements
- Report to the CCDM council on progress
- Celebrate and spread success

# What will it take?

- Everybody understanding the work
- Understanding different perspectives and interests
- Collaboration and negotiation
- Problem solving skills
- Using improvement methods
- Involving everyone, everyday

# Good things take time...

## Development stages of the local data council

Stage 1	Stage 2	Stage 3	Stage 4	Stage 5
Pre-team climate	Foundational	Transitional	Operational	High performing
Learning what a local data council is and how it works	Establishing the structure and norms	Demonstrating progress	Joint leadership, improved performance	Full collaboration and measurable success

Source: High performance, high engagement (2017). hp2 High performance partners Ltd.

# What tool will you need?

- Decision making continuum & framework
- Group ground rules
- Monitoring measures
- Improvement methods

# Decision making continuum

**Unilateral  
Manager  
Decision**

**Feedback on  
Management  
Plan**

**Input while  
Developing plan**

**Joint Group  
Proposes Plan**

**Joint  
Group Decision**

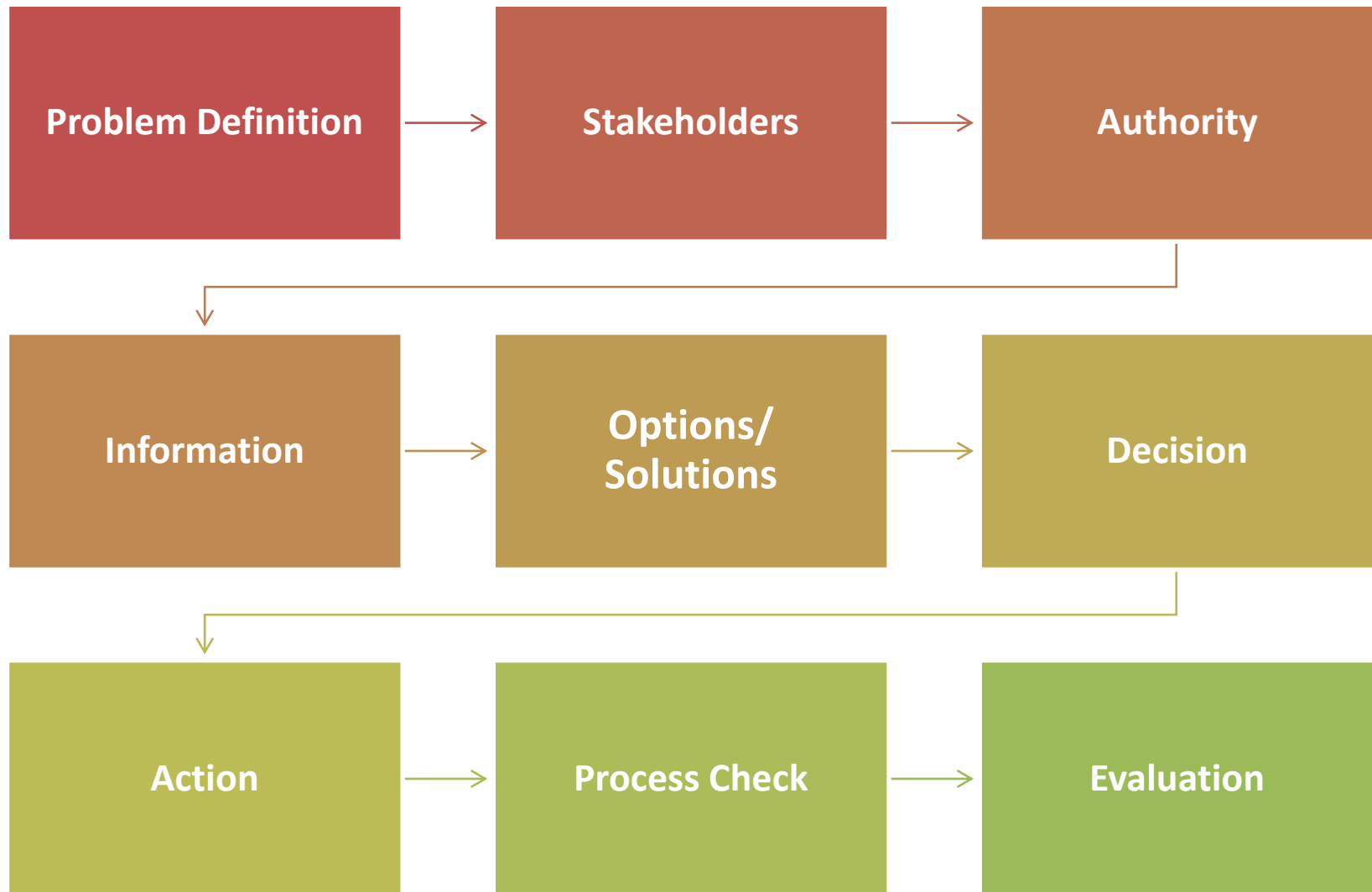


**Decreasing  
involvement  
in decision**

**Increasing  
involvement  
in decision**

Source: High performance, high engagement (2017) hp2 High performance partners Ltd.

# Decision making framework

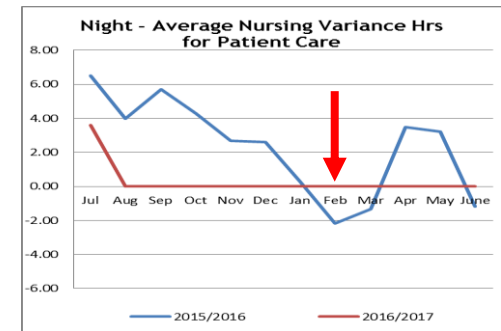
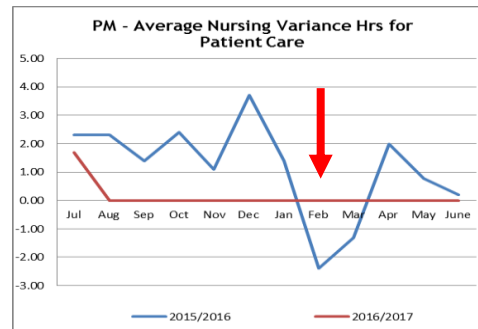
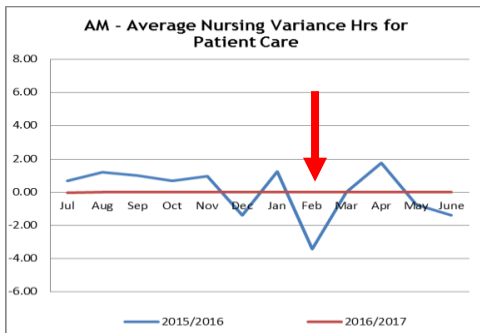
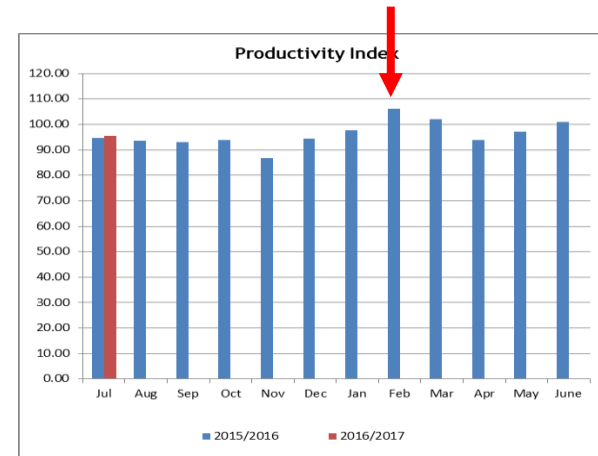
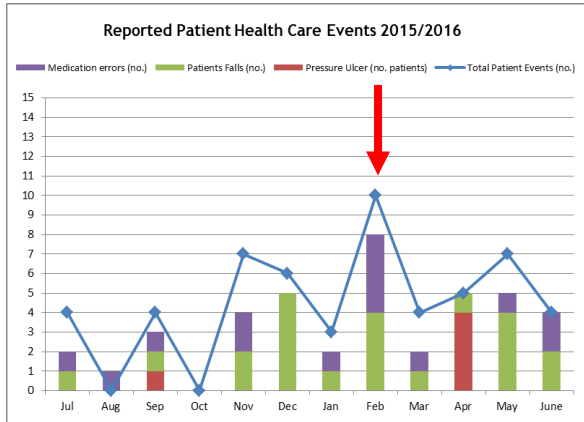


## Develop your own group rules – here are some ideas

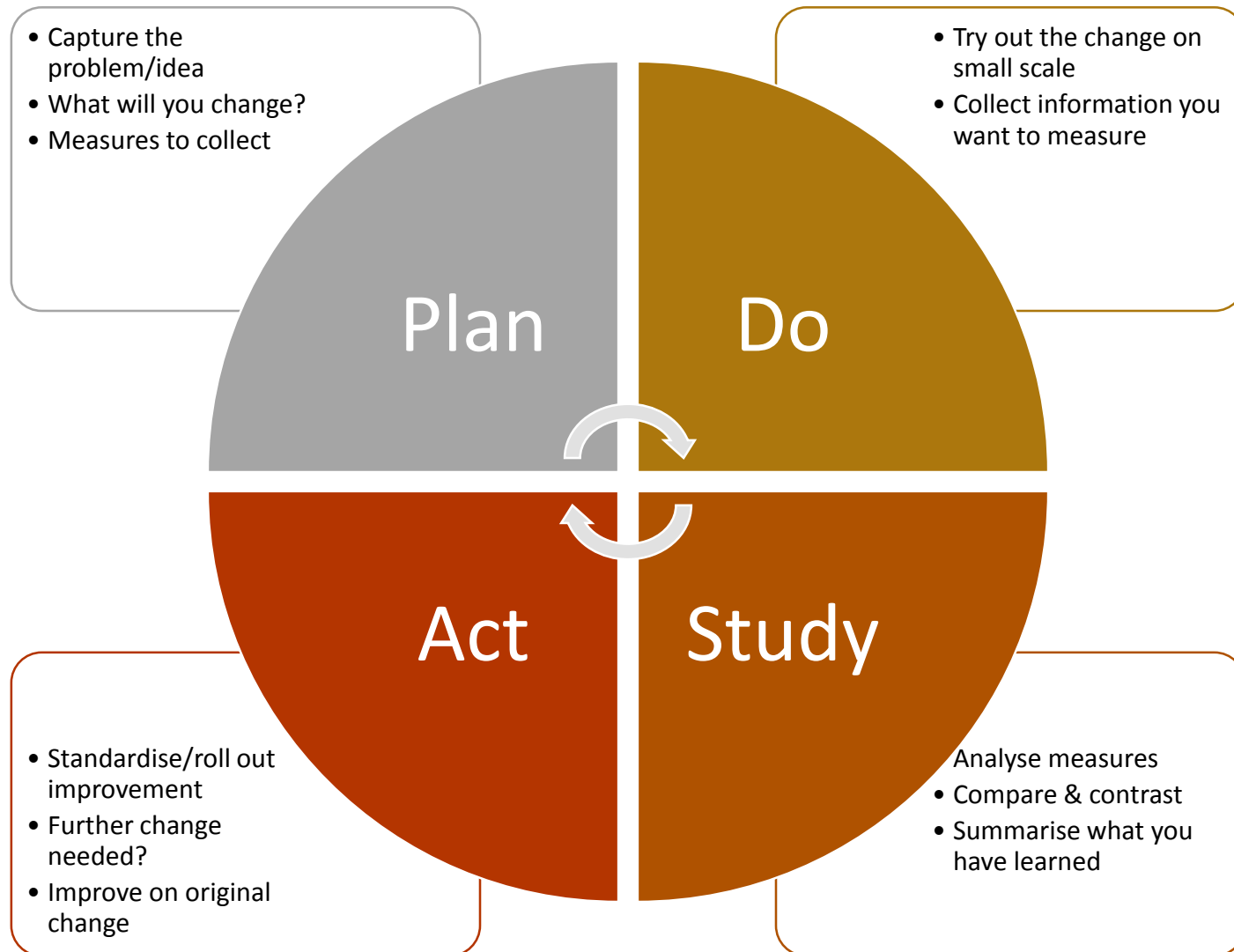
- Start and end meetings on time
- Follow an agenda that address team goals
- Complete tasks you have committed to
- Listen actively and ask questions to gain better understanding
- No side conversations or gossip
- Be respectful
- Share the airtime



# Monitoring measures



# Improvement methods



# Who should be involved?

- Ward/unit nurses and health care assistants
- Health union delegates and/or Organiser
- Ward medical and allied representatives
- Clinical manager
- Nursing leader and/or service manager
- Others on as required
  - TrendCare/CCDM Coordinator
  - SSHW Unit Programme Consultant
  - Quality manager, data analyst, human resources

# What's in it for you?

- Influence decision making
- Use data to provide evidence for change
- Create a positive practice environment
- Improve patient safety
- Learn improvement methods
- Develop project skills

# What's next?

1. Select participants
2. Arrange meetings
3. Elect chair and agree terms of reference
4. Further training on tools & processes
5. Jointly agree
  - Common issues
  - Measures for monitoring
6. Write an improvement plan
7. Communicate, communicate, communicate

# The final word

I N N O V A T I O N  
S U C C E S S  
E V A L U A T I O N  
D E V E L O P M E N T  
G R O W T H  
S O L U T I O N  
P R O G R E S S  
+ W O R K P L A C E