

# Core data set workshops outline

## There are 13 workshops available on the core data set

Table 1 provides an outline of workshops that are available on the core data set. Each workshop builds on the previous workshop generating a process for business as usual.

## The workshops facilitate engagement and transparency

The purpose of the core data set workshops are to facilitate:

- Common knowledge and understanding
- Engagement and transparency
- Core data set monitoring and reporting process, at different levels, across the hospital
- Transition to business as usual

## The workshops can be customised

It is expected that the workshops are customised to the individual/group needs. For example face to face coaching sessions may be changed to teleconferences. The degree of customisation will depend on whether:

- The CCDM council and/or working group is new to core data set or needs a refresher
- There are new personnel in the teams
- There are key stakeholders that need greater knowledge/understanding
- There has been significant change to CCDM or DHB tools or processes
- The benefits of the workshop outweigh the costs
- All recommended personnel are available on the same dates
- The workshops can be effectively delivered by other modes

If partners are unable to attend a delay in the process may occur.

## The workshops are designed to build capability and achieve independence

The workshops can be delivered in block sessions (e.g. two or more sessions together), or individually, delivered weekly or fortnightly. The workshops are most effective when they are:

- Provided just in time i.e. as close to actually implementing the core data set as possible.
- Presented in the order outlined in Table 1 (as each session builds on the previous).
- Scheduled at intervals so that knowledge is retained and transferred from one session to the next.

## TrendCare quality checks should be in place first

- TrendCare data quality checks should be undertaken prior to booking dates for the workshops. This is to ensure training is not undertaken only to find the quality of the data is poor and cannot be used for the core data set.
- The core data set workshops assume that CCDM governance has been established and the working group has been convened. It also assumes group membership is as per the CCDM programme terms of reference.

Table 1 - Core data set workshops outline

Workshop	Delivery mode	Recommended audience	Estimated time	Content
<b>1. Workshops outline</b>	Guided discussion	CCDM Site Coordinator CCDM council	1 hour	<ul style="list-style-type: none"> <li>Review the workshops available</li> <li>Customise to meet the needs</li> <li>Discuss scheduling alongside the detailed workplan</li> </ul>
<b>2. Core data set introduction</b>	Power point presentation	CCDM council Working group Local data council	1.5 hours	<ul style="list-style-type: none"> <li>An overview of the core data set</li> <li>What, why, when, and who should be involved</li> </ul>
<b>3. Core data set directory</b>	Guided discussion	CCDM council Working group	1 hour	<ul style="list-style-type: none"> <li>Review of the core data set directory</li> <li>Specific details on the definition, unit of measures, data source etc.</li> <li>Discussion regarding next steps</li> </ul>
<b>4. Working group terms of reference</b>	Guided discussion	Working group	1 hour	<ul style="list-style-type: none"> <li>Roles and responsibilities of the core data set working group.</li> </ul>
<b>5. Core data set specifications</b>	Guided discussion	Working group	30 mins	<ul style="list-style-type: none"> <li>Standard operating principles &amp; practices for the core data set</li> <li>Specific DHB challenges</li> </ul>
<b>6. Stocktake for business as usual</b>	Guided discussion	CCDM council Working group DHB Site Coordinator	1 hour	<ul style="list-style-type: none"> <li>Establishes who, what, when, where and how the DHBs data is managed</li> </ul>
<b>7. Options for implementation</b>	Guided discussion	CCDM council Working group	30 mins	<ul style="list-style-type: none"> <li>Options for implementing the core data set</li> <li>Advantages and challenges of each approach</li> <li>Decision on best option for the DHB</li> </ul>
<b>8. What is a local data council</b>	Power point presentation	Local data council	1 hour	<ul style="list-style-type: none"> <li>Overview of a local data council</li> <li>Purpose and function</li> </ul>

Workshop	Delivery mode	Recommended audience	Estimated time	Content
<b>9. Detailed workplan</b>	Guided discussion	Working group Local data council	1 hour	<ul style="list-style-type: none"> <li>Review of the detailed workplan</li> <li>Sequencing of actions: by who, by when</li> </ul>
<b>10. Process for business as usual</b>	Guided discussion	CCDM council Working group Local data council	30 mins	<ul style="list-style-type: none"> <li>Review and completion of stocktake tool</li> <li>How are we going to make this a permanent process e.g. roles descriptions, desk top file, CCDM council terms of reference,, administration, IT investment for automation, line management forums, daily operations meeting</li> </ul>
<b>11. Core data set for the local data council</b>	Power point presentation	Local data council	30 mins	<ul style="list-style-type: none"> <li>Introduction for the local data council to the core data set</li> <li>The need for a core data set</li> <li>How the core data set works in practice</li> <li>How a selection of measures are chosen</li> </ul>
<b>12. Using your core data set</b>	Power point presentation	Local data council	30 mins	<ul style="list-style-type: none"> <li>Recap on the core data set and plan-do-study-act</li> <li>Types of charts and how to read them</li> <li>Group exercise on reading a chart</li> <li>Review of an actual measure from the ward</li> <li>Using the 'if this then check' flow chart to identify opportunities for improvement</li> </ul>
<b>13. Core data set improving &amp; reporting</b>	Power point presentation Guided discussion	Local data council Service/directorate	1 hour	<ul style="list-style-type: none"> <li>Steps of improvement planning</li> <li>How to use the improvement template</li> <li>How to use the reporting template &amp; status report</li> </ul>