

# CCDM governance workshops outline

## There are 13 workshops available on CCDM governance

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

## The workshops facilitate engagement and transparency

The purpose of the CCDM governance workshops are to facilitate:

- Common knowledge and understanding
- Engagement and transparency
- CCDM governance, 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. The degree of customisation will depend on whether:

- The CCDM council and/or working group is new to governance or needs a refresher
- There are new personnel in the teams
- There are key stakeholders that need greater knowledge/understanding
- 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 be a consequence.

## 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 individual sessions delivered weekly, or fortnightly. The workshops are most effective when

- Provided just in time i.e. as close to actually implementing the core data set as possible.
- Presented in the order outlined in the 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.

Table 1 – CCDM governance workshop outline

Workshop	Delivery mode	Recommended audience	Estimated time	Content
<b>1. CCDM programme overview</b>	Power point presentation	CCDM council	1 hour	<ul style="list-style-type: none"> <li>An overview of the CCDM programme and structure</li> <li>What, why, when and who should be involved</li> <li>Discusses some constraints and enablers</li> </ul>
<b>2. CCDM council terms of reference</b>	Guided discussion	CCDM council	30 mins	<ul style="list-style-type: none"> <li>Roles and responsibilities of the CCDM council</li> </ul>
<b>3. CCDM governance workshops outline</b>	Guided discussion	CCDM Site Coordinator CCDM council	1 hour	<ul style="list-style-type: none"> <li>Review workshops available</li> <li>Customise to meet the needs</li> <li>Discuss scheduling alongside the detailed workplan</li> </ul>
<b>4. What is CCDM governance</b>	Power point presentation	CCDM council	1 hour	<ul style="list-style-type: none"> <li>Overview of CCDM governance and structure</li> <li>What, why, when and who should be involved</li> </ul>
<b>5. Partnership evaluation</b>	Guided discussion	Local data council CCDM Site Coordinator Working groups CCDM council	30 mins	<ul style="list-style-type: none"> <li>Discuss how to complete the partnership evaluation form</li> <li>Feedback timeframe and possible next steps</li> </ul>
<b>6. CCDM programme standards</b>	Guided discussion	Local data council CCDM Site Coordinator Working groups CCDM council	30 mins	<ul style="list-style-type: none"> <li>Overview of how the CCDM programme is assessed</li> <li>Discuss each of the components alongside their criteria</li> </ul>
<b>7. CCDM overall, annual, detailed workplan and reporting template</b>	Guided discussion	Local data council CCDM Site Coordinator Working groups CCDM council	1 hour	<ul style="list-style-type: none"> <li>Discuss the plan/reporting workbook</li> <li>What, why, when and who should be involved</li> </ul>

Workshop	Delivery mode	Recommended audience	Estimated time	Content
<b>8. How the programme uses TrendCare data</b>	Power point presentation	Local data council CCDM Site Coordinator Working groups CCDM council	30 mins	<ul style="list-style-type: none"> <li>• Overview of how the CCDM programme uses TrendCare data</li> <li>• Review tool for TrendCare quality checks</li> <li>• What, why, when and who should be involved day by day, week by week, month by month and annually</li> </ul>
<b>9. Preparing overall and annual plan</b>	Guided discussion	CCDM Site Coordinator	30 mins	<ul style="list-style-type: none"> <li>• Overview of the overall and annual plan</li> <li>• How to schedule the programme</li> <li>• How to use the key</li> </ul>
<b>10. Preparing the status report</b>	Guided discussion	CCDM Site Coordinator	30 mins	<ul style="list-style-type: none"> <li>• Overview of the status report</li> <li>• Discuss how to complete it</li> </ul>
<b>11. Local data council terms of reference</b>	Guided discussion	Local data council CCDM Site Coordinator	30 mins	<ul style="list-style-type: none"> <li>• Roles and responsibilities of the local data council</li> </ul>
<b>12. What is a local data council</b>	Power point presentation	Local data council CCDM Site Coordinator	30 mins	<ul style="list-style-type: none"> <li>• Overview of the local data council</li> <li>• Purpose and function</li> </ul>
<b>13. Preparing the quarterly report</b>	Guided discussion	CCDM Site Coordinator	1 hour	<ul style="list-style-type: none"> <li>• Steps to prepare the quarterly report</li> <li>• How to use the template</li> </ul>