

Work Program 2009-2011

OBJECTIVES	DELIVERABLES	KEY TASKS/ACTIVITIES	TIMEFRAMES	EVALUATION/REPORTING INDICATORS
1. To provide regular bimonthly forums for multidisciplinary leaders in tertiary maternity care services, which model collaborative behaviour within the group and with other key stakeholders in maternity services, including MNCN, PERS and the Department.	1.1 2/12 steering group meetings	1.1.1 Develop and circulate draft agenda 1.1.2 Participation in meetings 1.1.3 Carry out actions as agreed in meetings 1.1.4 Draft and circulate minutes 1.1.5 Respond to issues arising from meetings or in relation to guidelines or other external issues in media which require an expert response 1.1.6 Share learnings and expertise through conferences, workshops, meetings and other media as able 1.1.7 Co-chairs participate in MNCN leadership team and feedback about issues affecting tertiary services at each meeting	July 2008-June 2011	<ul style="list-style-type: none"> No. Meetings held attendance rates membership Description of issues addressed and outcome Conferences and presentations
	1.2 Consensus planning documents	1.2.1 Annual planning meeting to revise terms of reference 1.2.2 Development of project briefs for activities requiring additional resources (eg Objective 6) 1.2.3 Revise Strategic plan every 3 years	July –Aug 2008	<ul style="list-style-type: none"> Discussion of future direction
	1.3 Annual reports	1.3.3 Draft and circulate annual report of achievements against objectives	July-August 2009-2011	<ul style="list-style-type: none">
	1.4 3 Centres website	1.3.4 Maintain 3centres website	July 2008- June 2011	<ul style="list-style-type: none"> Website updated and available No. of website "hits" per month
2. Support informal networking which facilitates synergy between other maternity service projects, through the maternity project community of practise	2.1 3/12 Maternity Project Community of Practice meetings	2.1.1 Liaise with other maternity projects to promote synergy 2.1.2 Liaise after meetings with VMR and antenatal education project coordinators to coordinate projects 2.1.3 Draft and circulate agenda 2.1.4 Record and circulate minutes 2.1.5 Coordinate shared learning activities which focus on implementation issues	Ongoing	<ul style="list-style-type: none"> No. MPCoP meeting held Participation rates Membership Description of shared learning activities
	2.2 6/12 MPCOP newsletters	2.2.1 Call for maternity project newsletter submissions 6/12 2.2.2 Draft newsletter and circulate for comment amongst MPCOP 2.2.3 Circulate newsletter to broader maternity service network	February and August 2008-2011	<ul style="list-style-type: none"> No. newsletters published No. persons circulated to Feedback received
	2.3 Annual Twilight forum	2.3.1 Liaise to identify and engage presenter for annual twilight forum 2.3.2 Administrative arrangements to advertise, arrange logistics and evaluate twilight forum	April-May 2008-2011	<ul style="list-style-type: none"> Description of presentation No. attendees Feedback received
3. Provide advisory role for PERS (as per review outcomes), in collaboration with PERS director	3.1 PERS reports and minutes of actions	3.1.1 Include PERS update on each 3centres agenda 3.1.2 PERS Director to report issues in each steering committee meeting 3.1.3 Review PERS report at each 3centres meeting 3.1.4 Provide advice on current issues and minute	July 2008-June 2011	<ul style="list-style-type: none"> PERS issues discussed and advice provided

4. Maintain, update and disseminate high quality consumer information	4.1 High quality evidence based consumer information regarding tests and investigations in pregnancy	4.1.1 Update consumer information as required 4.1.2 Outsource reliable order and supply system for consumer information booklets (paper and web-based) 4.1.3 Receive commission to cover costs of producing and supplying booklets	July 2008-June 2011	<ul style="list-style-type: none"> No. of updates undertaken No. booklets distributed Feedback provided
	4.2 Translation of consumer information	4.2.1 Investigate funding sources to translate consumer information into languages other than English (LOTE).	?	
	4.3 Better Health Channel Caesarean Section Information	4.3.1 Update Better Health Channel information on Caesarean Section annually.	July 2008- February 2009	<ul style="list-style-type: none"> Updated information
	4.4 Smoking cessation Cochrane Review Update	4.4.1 Obtain funding to support Cochrane review update on smoking cessation interventions in pregnancy 4.4.2 Undertake review update 4.4.3 Submit review update and complete report to donors	July 2008-December 2008	<ul style="list-style-type: none"> Published review update No. meetings attended and feedback provided
5. Establish and maintain formal collaborative relationships with the MNCN and other stakeholders to represent tertiary issues, clarify the roles for tertiary maternity services, and investigate issues of mutual concern (eg. Caesarean section audit, smoking cessation).	5.1 Establish formal collaborative relationship with MNCN	5.1.1 3centres chairs on MNCN leadership team report back issues of relevance to tertiary centres at steering committee meetings 5.1.2 Formalise relationship with terms of reference or memorandum of understanding 5.1.3 Fulfil representative responsibilities as per agreement	June 2008-Sep 2009	<ul style="list-style-type: none"> Outline of strategy Partnerships Implementation issues
	5.2 Develop consensus document defining role of tertiary maternity services in Victoria	5.2.1 Consult with stakeholders to gather feedback about perceived role of tertiary maternity services in Victoria 5.2.2 Collate consultation feedback and develop consensus amongst steering committee 5.2.3 Review and collate information from tertiary service strategic plans and MNCN capability framework 5.2.4 Develop and disseminate communication of roles of tertiary services in Victoria, in collaboration with MNCN		<ul style="list-style-type: none">
	5.3 Analysis of emergency caesarean sections in tertiary maternity services	5.3.1 Facilitate and provide secretariat role for caesarean section working group meetings 5.3.2 Assist with data collection and analysis as required 5.3.3 Assist with development of paper analysing emergency caesarean sections in the 3 tertiary maternity services	July 2008- December 2008	<ul style="list-style-type: none"> No. of meetings held and attendance Description of issues Paper of data analysis
	5.4 Participate in national and statewide smoking cessation initiatives	5.4.1 Participation in national and Victorian smoking cessation meetings and feedback to 3centres steering committee members at each meeting		<ul style="list-style-type: none">

<p>6. Improve consistency of evidence based practice and uniformity of guidelines within tertiary services, with initiatives which have benefits across the system.</p>	<p>6.1 Development of guidelines</p>	<p>6.1.1 Consult and develop working group regarding feasibility of 3centres undertaking responsibility for tertiary initiatives which improve consistency across the system 6.1.2 Identify priority guidelines 6.1.2 Implement proposal:</p>	<p>Jan 2009-Jan 2011</p>	<ul style="list-style-type: none"> • No. and description of consistent guidelines developed across tertiary services
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