

Project Proposal Form

Reference **ALL6002**

| | |
|--|--|
| Project Title | Out of Area Health & social care services. (services used by people of E&S commissioned and/or delivered or controlled/influenced outside E&S) |
| Proposed start and end date | April 2010 – March 2011 including exit strategy |
| Revision | 14 March 2010 |
| Lead Person & Contact details | Initially Peter Blackman supported by Ian Flack |
| Localities Involved | All Groups |

Other members of Project Team (if available)

Representative of Social Care Forum for EoE
 Representative of EoEAS Forum
 A LINK representative on a Clinical Programme Board
 Part time Coordinator

Details regarding the Project including background to proposal

There are a number of services which are commissioned or delivered to LINK members either outside the Essex & Southend area or by providers from outside the area.

Through the Specialist Commissioning Group of the SHA many services are commissioned, on behalf of the PCTs, with providers who have the necessary skills (10% of the region's health budget).

The 'Patient Choice Agenda' has led to patients choosing to go for treatment to providers out of the area.

In addition to the care provided out of area there are questions raised regarding the continuing care provided when they return home.

The LINK must understand the current position to enable it to support patients who use these services and represent their wishes and concerns.

Ambulance services for Essex & Southend are provided by East of England Ambulance Service, which also provides a number of commissioned Out of Hours services. The clear need for LINK involvement has been recognised through the setting up of an EoE Forum for ambulance services, patient transport services and out of hours services.

It is also sometimes necessary for social care services to make placements and arrange other services provided outside the area, an example being specialist residential homes for those with severe learning difficulties.

Currently the pressure on E&S LINK participants and staff does not allow these issues to be adequately covered.

Aims and Objectives

- To ensure that E&S LINK is in a position to represent the interests and views of the local population with commissioners of, and those commissioned to provide, services outside the LINK's boundaries.
- To ensure that E&S LINK is in a position to represent the interests and views of the local population with those who set health & social care policies and strategies outside the LINK's boundaries
- To enable the LINK, especially its active participants, to be fully informed regarding those services without imposing extra load on them
- To enable the LINK to work with other LINKs as appropriate including other EoE LINKs
- To ensure that the E&S LINK's participants on the E&S LINK led initiatives of the EoE Ambulance Service Forum, the EoE Social Care Forum together with those on the EoE Chairs & Colleagues in EoE LINK's Forum are supported and any information adequately disseminated. Similarly, to ensure that the E&S LINK members who are representing EoE LINKs on the SHA's 10 Clinical Programme Boards (CPBs) receive adequate support in reporting and disseminating information from all the CPBs; and in gathering and representing the views, comments and ideas of participants in E&S LINK to the EoE LINKs' representatives on all CPBs.
- To research information about all the above, analyse and report it and develop ways of addressing issues and concerns which emerge.

Resources Required [e.g. Staff, LINKs members, Partners; Information, Research.

Recruitment of suitable person (part time) plus necessary communication facilities.

Projected cost/expenditure [brief breakdown eg Room hire, expenses, publicity/printing, third party]

| | |
|--------------------------------------|-------------------|
| Gross Salary | £18,000 |
| NI & P | £2,700 |
| Office Space | Home & hotdesking |
| Laptop, dongle & mobile | £800 |
| Assume has broadband already at home | |
| Travel & subsistence | £2,000 |
| Meetings rooms & refreshments | £1,500 |
| Total | £25,000 |

Procurement issues or where guidance needed

NO YES [if yes provide brief narrative]

Possible Risks that could affect Project [brief narrative]

Inability to recruit suitable person
Lack of effective management of project and prioritisation of tasks to support the LINK participants

Submitted by Name.....Signed.....Date.....

Assessment Comments:

| | |
|---|--|
| Project Content & Objectives | |
| Resource Requirement | |
| Costs/expenditure | |
| Risks | |
| Qualifications | |
| Monitoring requirement | |

| |
|--|
| <p>Approval / Sign-off</p> <p>Date</p> |
|--|

Draft Job Description

Job Title: Coordinator for Out of Area Services

Reporting to: LINK Project Manager &
Project Management Team

Hours: 30 hours/4 days per week with arrangements for time off in lieu for evening and weekend working, as required.

Car owner and driver with max 3 points on licence; expense arrangements and terms and conditions of employment as per policies and rates of employing host

Salary

£18,000 for a fixed twelve month contract from 1 April 2010 to 31 March 2011

Role and responsibilities

Co-ordinate, arrange & support EoE Social Care Forum, EoE Ambulance Services Group, EoE LINKs' Chairs & Colleagues Forum and LINKs' representatives on Clinical programme Boards

Research out of area health and social care issues of relevance

Co-ordinate identification of and responses to out of area health and social care policy issues of relevance

Ensure that the management information systems are available, as required and appropriate, to enable the LINK to share information with others with whom we wish to work across boundaries

Collate a map of out of area health and social care services

Develop a consistent format for members attending meetings and conferences on behalf of the LINKs to report back

Develop a system for sharing information provided by members attending meetings and conferences on behalf of LINKs

Explore opportunities for members from other LINKs to represent E&S LINK at events and conferences, and if required develop a mechanism for facilitating this.

Explore opportunities for LINKs to make joint responses to consultations on relevant out of area issues, and if required develop a mechanism for facilitating this.

Explore opportunities for collaboration with other LINKs on publicity

Develop and agree work programme, including exit strategy, within first month

Person Specification

Excellent communication and diplomatic skills

Reasonable knowledge of health & social care, LINKs & areas outside E&S(this is a post where we need someone who is already largely capable of delivering; it is not a training and/or development post)

Research, policy and strategy experience

Knowledge of management information systems

Knowledge of the relevant IT systems

Minimum first degree

Leader & team player

Flexible and creative

Self starter, methodical, good organiser, sound administrator, works well under pressure, able to prioritise & delivers to deadlines

S/he may work from home but will hot desk in the Chelmsford and Southend offices of the LINK