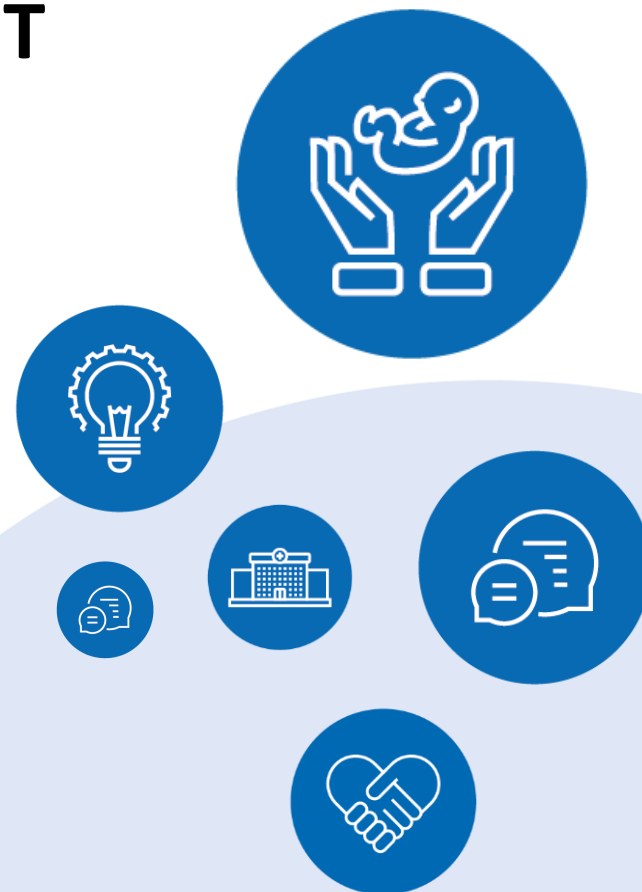


# COMPLETING THE HIGHLIGHT REPORT

National maternal and neonatal health safety collaborative

**Welcome to the WebEx**  
**We will start at 11.00am**

 [@MatNeoQI](https://twitter.com/MatNeoQI)  
[improvement.nhs.uk](https://improvement.nhs.uk)



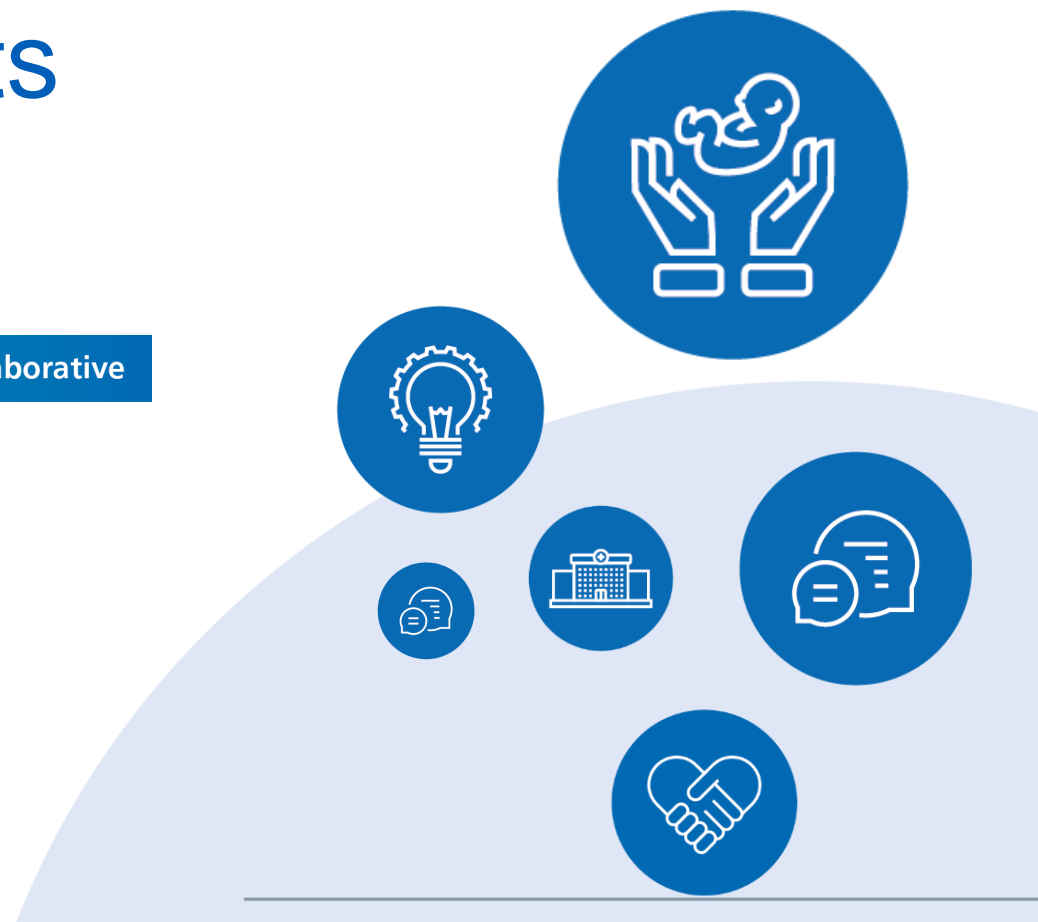
# Highlight Reports

National maternal and neonatal health safety collaborative

Improvement Manager

April 2018

 @MatNeoQI  
improvement.nhs.uk



# What are the expectations regarding reporting?



- Agree who will be the responsible for reporting and providing updates internally / externally
- Provide monthly highlight reports to the programme along with Trust assessment score
- Submit an improvement plan to outline your improvement efforts

# Review template



# How does the Trust Progression scale work?

- All organisations start from a different point on their improvement journeys
- It allows clinical teams to see their overall progress
- Using a consistent scale to assess your progress allows the programme to see how you are progressing
- It helps us to know where we need to focus our support
- We can also see how each wave is progressing as a whole

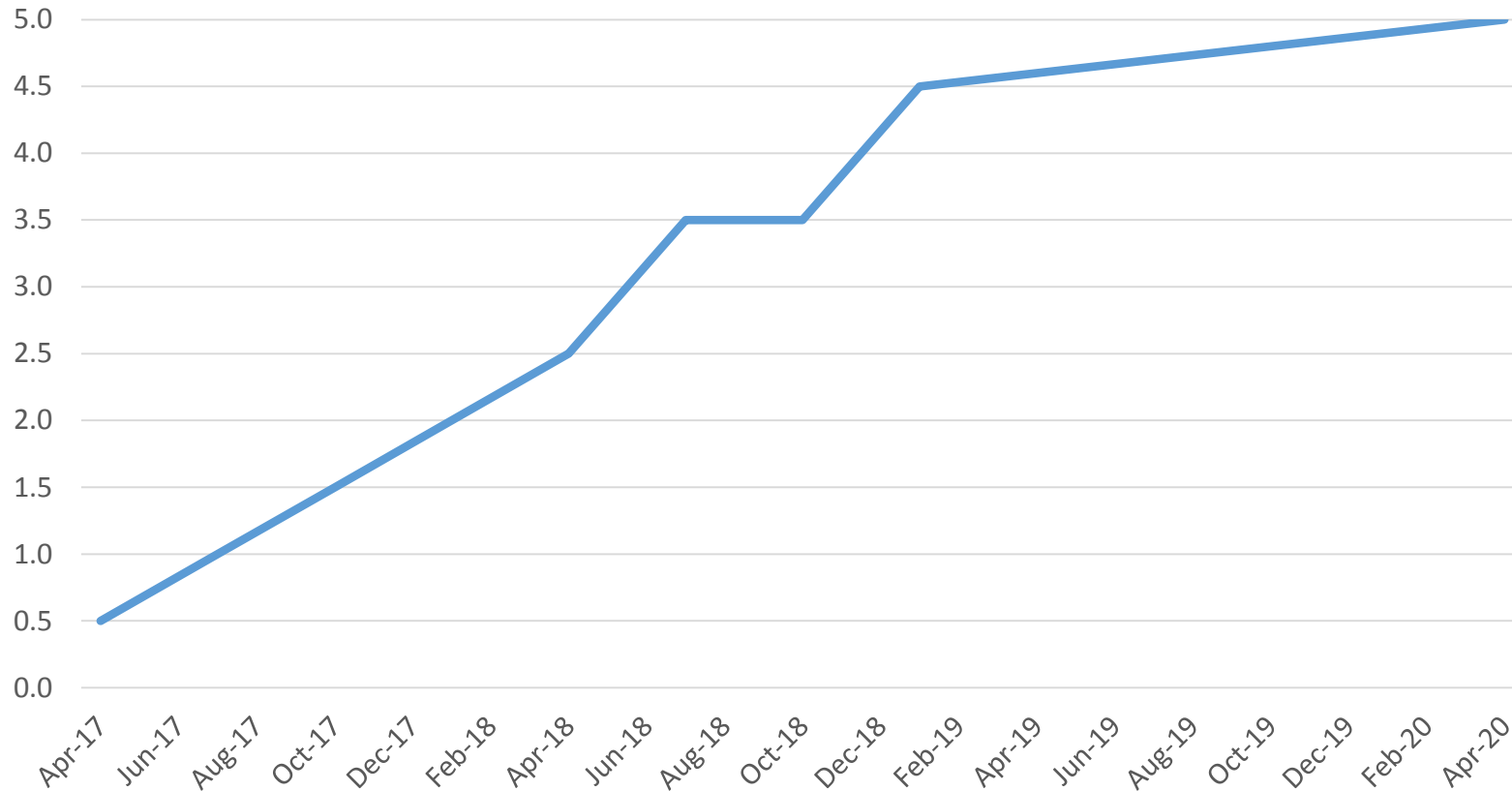
# How does the Trust Progression scale work?

|            |                                    |
|------------|------------------------------------|
| <b>0.5</b> | Intent to Participate              |
| <b>1.0</b> | Plan and team established          |
| <b>1.5</b> | Planning for the project has begun |
| <b>2.0</b> | Activity, but no changes           |
| <b>2.5</b> | Changes tested, but no improvement |
| <b>3.0</b> | Modest improvement                 |
| <b>3.5</b> | Improvement                        |
| <b>4.0</b> | Significant improvement            |
| <b>4.5</b> | Sustainable improvement            |
| <b>5.0</b> | Outstanding sustainable results    |

# Operational Definition of Project Progress Score

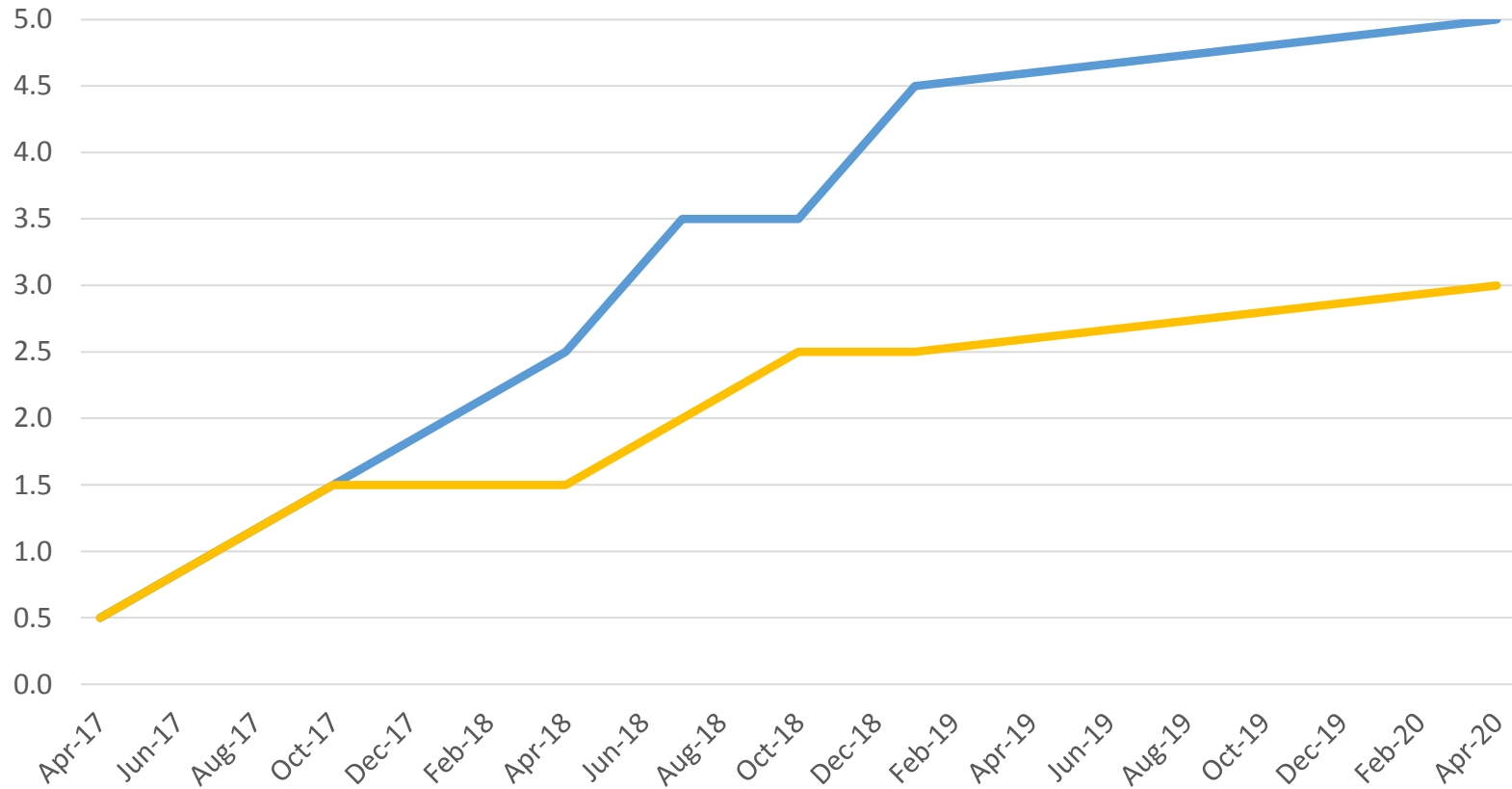
|     |                                    |  |
|-----|------------------------------------|--|
| 0.5 | Intent to Participate              | Projects have been identified, but the improvement plan has not been completed.  |
| 1.0 | Charter and team established       | An improvement plan has been completed and reviewed. Individuals or teams have been assigned, but no work has been accomplished.   |
| 1.5 | Planning for the project has begun | Organization of plan structure has begun (such as: what resources or other support will likely be needed, where will focus first, tools/materials needed gathered, meeting schedule developed).  |
| 2.0 | Activity, but no changes           | Initial cycles for team learning have begun (project planning, measurement, data collection, obtaining baseline data, study of processes, surveys, etc.).  |
| 2.5 | Changes tested, but no improvement | Initial cycles for testing changes have begun. Most project goals have a measure established to track progress. Measures are is graphically displayed with targets included.   |
| 3.0 | Modest improvement                 | Successful tests of changes have been completed for some of the elements of the change package (or drivers) related to the team's charter. Some small scale implementation has been done. Anecdotal evidence of improvement exists. Expected results are 20% complete. |
| 3.5 | Improvement                        | Testing and implementation continues and additional improvement in project measures towards goals is seen.   |
| 4.0 | Significant improvement            | Expected results achieved for major subsystems. Implementation (training, communication, etc.) has begun for the project. Project goals are 50% or more complete.  |
| 4.5 | Sustainable improvement            | Data on key measures begin to indicate sustainability of impact of changes implemented in system.  |
| 5.0 | Outstanding sustainable results    | Implementation cycles have been completed and all project goals and expected results have been accomplished. Organizational changes have been made to accommodate improvements and to make the project changes permanent.  |

# How might your planned trajectory look?

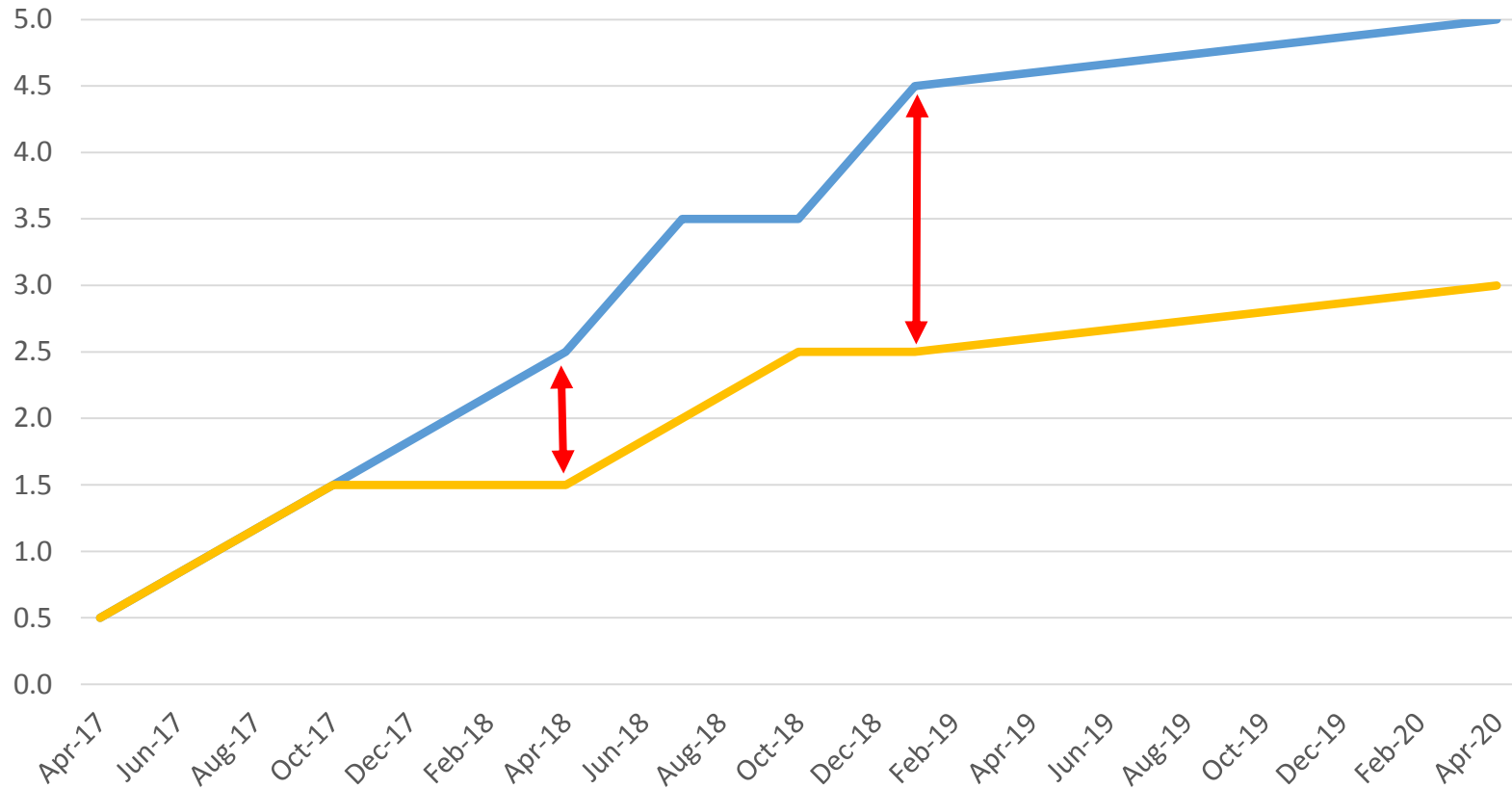




# How might the actual progress look like?



# Why might you see a difference?



# Highlight report submission dates?

- 14 May 2018
- 18 June 2018
- Email your improvement manager, PSC MATNEO lead and [i.snelling@nhs.net](mailto:i.snelling@nhs.net)
- From July highlight reports will be submitted through the online MATNEO portal

# Thank you

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