


<b>WORK BREAKDOWN STRUCTURE</b>			
<b>Project Title</b>	<b>National Stoma Quality Improvement Short Life Working Group (NSQIG)</b>		
<b>SUB GROUP</b>	<b>DATA</b>		
<b>SUB GROUP LEAD</b>	<b>Alice Macleod</b>		
<b>Reporting To</b>	<b>NSQIG Steering Group</b>		
<b>Aim</b>	<b>Develop tasks required to produce optimum data reporting methods and submit recommendations /action plan to project steering group.</b>		
<b>Sub group Project Plan Objectives</b>	<b>Review the current product prescribing data across Health Boards and identify and develop opportunities for optimal data reporting to drive quality and efficiency.</b>		
<b>Start Date</b>	<b>July 2018</b>		
<b>Completion Timeline</b>	<b>DECEMBER 2018</b>		
<b>QUORATE</b>	<b>50% OF MEMBERS</b>		
<b>Sub-Group Members</b>			
<b>Name</b>	<b>Role</b>		
Gavin McColl	Principle Analyst ISD NHS National Services		
Sarah Fry	Senior Information Analyst ISD NHS National Services		
Barry Melia	Principle Pharmacist ISD NHS National Services		
David Thomson	Community Pharmacist NHS GG&C		
Tracy McMeekin	Stoma Care CNS NHS Ayrshire & Arran		
Karen Whatton	Lead Prescribing Advisor NHS Fife		
Billy Hislop	Procurement Category Manager NHS National Service		
<b>RAG</b>	<b>Complete</b>	<b>In Progress</b>	<b>Not started</b>
<b>No</b>	<b>Tasks</b>	<b>Plan Start Date</b>	<b>Comments</b>
1	Progress the format of baseline stoma prescribing data & metrics developed by NSQIG	May 2018	In progress : Actions documented in progress tracker ( pg2
2	Develop process to review current data reporting	Aug 2018	In progress : Actions documented in progress tracker ( pg2)
4	<i>Develop a minimum data set with agreed metrics that support stoma product trend / variance / patient level data to support consistent stoma data analysis across NHS Scotland.</i>	Oct 2018	Not Started
5	Submit recommendations and action plan to steering group chair by December 2018	Dec 2018	Not Started

<b>SUB GROUP PROGRESS TRACKER; SUB GROUP LEAD TO UPDATE AND REPORT</b>		
<b>Task Number</b>	<b>Progress</b>	<b>Responsible</b>
1-5	<p><b>Data Subgroup meeting 2 : Teleconference 29.08.18</b>  <b>All members present</b>            Review of sub group work breakdown version 2.            No additional comments from the sub group members.            Acknowledged that baseline stoma data presented is a work in progress and will require refinement and clarity of expenditure ( re anomalies from Steering group presentation)            For ongoing review at each meeting with opportunity to add &amp; develop Tasks.</p>	<b>All</b>
2	<p><b>Draft Questionnaire version 1 circulated.</b>            Questionnaire reviewed at teleconference with suggested amendments            Agreed Action            Alice to circulate revised questionnaire v2 to Barry , Karen &amp; David for review            Alice to collate comments for final version</p>	<b>A Macleod</b> <b>K Whatton</b> <b>B Melia</b> <b>D Thomson</b>
	<p>            Draft Survey Questions v2.0 Final.  <b>Final Questionnaire v2</b>  <b>Sent to SP3AA 03.09.18</b></p>	
2	<p><b>Key Stakeholders identified to complete questionnaire</b>            Graeme Bryson advised questionnaire is circulated via SP3AA Executive (Scottish Prescribing Advisor Association Executive Group) and data group who will ensure circulation of questionnaire to Health board prescribing leads.            B Melia advised sending questionnaire to SP3AA by 04.09.18  <b>Action</b>            Aim to send questionnaire to SP3AA Highland contact by 04.09.18</p>	<b>A Macleod</b>
	<b>Dates for Sub group meetings October / November to be circulated</b>	<b>A Macleod</b>