**PLACE-BASED HEALTH PLANNING**

**WORKSHOP SESSION PLANS**

General planning notes:

* Flexibility to have meetings/interviews with individuals or groups who are unable to attend
* Approx. budget per workshop for venue hire, catering, advertising (accessibility; dietary requirements)
* (If involves research) ensure information sheets have been distributed and discussed. Consent to participate obtained.
* Record attendance – to support evaluation of community diversity represented in the process. Obtain demographic info for everyone that attends including gender, population groups e.g. Aboriginal/Torres Strait Islanders or other cultures, community members vs service providers, location where based - local vs visiting
* Need to pitch each workshop appropriate to the participants (community vs health professionals) - consider language, use of jargon.

Guidelines for participation

* We want to hear your stories, all views are welcome, and we are very keen to learn from you. We are not the experts on your community.
* Reminder of confidentiality of participation and respect for all participants.
* To assist in notetaking, we are recording the meeting (if permission received). No-one will be identified in the notes and only the project team will have access to the recording. It will be deleted after the notes are finalised.
* You may choose to participate in only some aspects of the project and decline others. If you wish to withdraw any information provided, we will only be able to remove any unprocessed data.
* Feedback can be provided between workshops to the Local Connector / Project Support Officer or Project Team.
* Format will depend on numbers: Interaction with whole group vs breakout in small groups vs individual interviews.
* Breaks will be taken at a convenient time within the discussions.
* Plans may need to be revised based on progress in each workshop at each site (we are flexible).
* For the purposes of this project, we seek small feasible actions able to be implemented cost neutral.
* The plan will provide evidence for further advocacy and potential grant applications.

Workshop resources checklist

|  |  |  |
| --- | --- | --- |
| Resource | Required? | Packed? |
| Refreshments |  |  |
| Information sheets and consent forms |  |  |
| Attendance sheet |  |  |
| Name tags or labels |  |  |
| Session evaluation surveys |  |  |
| Laptop and portable data projector (wifi?) |  |  |
| Electric leads and extension plug |  |  |
| Digital recorders |  |  |
| Flip chart |  |  |
| Butchers paper and whiteboard markers |  |  |
| Post it notes and pens |  |  |
| Community Profiles / Services Summary / Other resources |  |  |
|  |  |  |

**Place-Based Health Planning**

**Co-design Workshop 1**

**Community health aspirations**

**Time 120 mins**

Objectives:

* Confirm essential basket of services
* Explore the local population and their characteristics
* Identify environmental, social or cultural issues affecting health
* Confirm current services available (current model of service delivery)
* Identify strengths, gaps, limitations and barriers

| Element | Time | Information to include | Resources |
| --- | --- | --- | --- |
| Welcome and Housekeeping | 5 mins | * Welcome to workshop * Acknowledgement of Country * Introduce team * Check everyone has signed in * Plan for the session | Sign in sheet  Name tags |
| Overview of project as a whole  Overview of workshop 1 | 10 mins | * Project is a partnership project (name partners) * Focus is place-based planning, definition, importance * Duration of the research * Ethics and consent * Communities involved in the research * Go over the 4-step workshop plan * The plan developed at the end of the 4 workshops, implementation and monitoring * Project timeframe * Note limitations to manage expectations - what can be supported by this project - also how else the community could use the report and analysis for advocacy etc * Reporting back after each workshop, throughout implementation and at end of project * Any questions? | Powerpoint slides  Digital recorders |
| Group exercise  Essential basket of services (and principles for service delivery) | 20 mins | * What does good health look like for the local community? * What do you do to look after your/your families’ health? * What is important for the community to access? | Butchers paper and markers |
| Group exercise  Population profile  Social determinants | 20 mins | Population   * What are the characteristics of the local population? * What are the key health concerns in the community? * Are there different health needs within the community?   Social / cultural / environmental determinants   * Are there any environmental, social or cultural issues that affect the health of the community? (eg. clean water, waste management, cultural identity, inclusion, infrastructure)   Presentation of community profile data for discussion | Butchers paper and markers |
| Group exercise  Current health care services including prevention and health promotion | 20 mins | * Where do you go for your health check-ups? * Where do you go/what do you do if you have an emergency? After hours? * What other health care providers are you aware of that service the local community? * What else is done in the community to promote good health, and by whom? (Eg. sports, gym, walking paths) * Who delivers what to whom? * What relationships (formal AND informal) exist between the different providers (if known)?   + Noting both formal and informal arrangements critical as the latter often represent a ‘template’ for what is most needed * Are there any shared *systems* (specifically: referral, data-sharing) already between different providers?   Presentation of service profile data for discussion | Butchers paper and markers |
| Group exercise  Strengths, gaps, limitations and barriers | 30 mins | Looking at the essential basket of services, population characteristics and services available:   * What are the strengths/gaps/limitations of health services in the local community? (eg. gaps could be types of services, group needs not being met, cultural appropriateness, accessibility, affordability, quality) * What are the barriers to good health and wellbeing? | Butchers paper and markers |
| Wrap up and forward plan for next meeting | 10 mins | Summarise main points of discussion  Feedback / reflections from participants  Any questions  Set date for next meeting and next steps |  |
| Close and ask participants to complete evaluation survey | 5 mins | Session evaluation survey and ask to complete  Thank you and close | Survey forms |
|  |  | Food / refreshments at convenient time or end |  |

**Place-Based Health Planning**

**Co-design Workshop 2**

**Strategies to improve health**

**Time 120 mins**

**Objectives:**

* To discuss gaps and barriers
* To explore new or modified models of health care delivery
* To prioritise areas for early action

| Element | Time | Information to include | Resources | |
| --- | --- | --- | --- | --- |
| General Introduction  Sign in sheet | 10 mins | * Welcome to workshop * Introduce team * Check everyone has signed in * Go over ethics and consent (for new attendees) * Quick overview of the project and that we are at workshop 2 * Note limitations to manage expectations - what can be supported by this project - also how else the community could use the report and analysis for advocacy etc * Plan for the session - What will work to improve health in the local community? (community owned plan) | Sign in sheet  Name tags  Consent forms  Digital recorders | |
| Outcomes from Workshop 1  (also available on project website) | 20 mins | Main points from workshop 1 discussion:  **What do we know about the local people / community?**  Presentation of key demographic information about population e.g. Indigenous, young families, over 65years  Posters of wordles ppt and printed?  QUESTIONS: IS THIS AN ACCURATE SNAP SHOT? WHO/WHAT ELSE IS MISSING?  **What health care services are available in town?**  -Use service map ppt and printed  QUESTIONS: DO YOU AGREE? HAVE WE MISSED ANYTHING?  **What the gaps and barriers are to a healthy community?**  QUESTIONS: DO YOU AGREE? HAVE WE MISSED ANYTHING? | Powerpoint slides  Wordles / Word clouds  Services map (ppt slide)  Wordle for gaps and barriers? | |
| Strategies to fill gaps and improve services | 55 mins | Strategies   * What are some of the things you think might improve health in your community? * In what ways do you think service delivery could be improved? * Are there particular groups (people or conditions) that could be targeted? * What do you think the community could do to help? * Given some issues are bigger than what our project can tackle – what work-arounds might be appropriate eg. services don’t share patient records (data silos exist) – how can we improve data access/sharing and workability of the service model? | Powerpoint slide | |
| ***Strategies/ideas that have worked in other settings*** | 20 mins | ***Other strategies/ideas that have worked elsewhere***  Thinking about your ideas, and based on some things that we know work and also thinking about something that is sustainable and empowers the community ***the JCU research team members have come up with a few strategies/ideas that have worked in other similar settings (based on rapid review of literature)***  Presentation of slides with ideas?  Of all potential strategies identified, consider:   * What actions could feasibly be implemented through this project (within the timeframe and resources available; no additional funding)? * What do you think the outcome of the strategy would be? * What would be needed to make this work? * Who would we need to work with to make this work?   Coordination & Planning:   * Are there opportunities for better coordination and planning? * What actions could feasibly be implemented through this project? * How can the community use the information and plan for advocacy? | | Slide of strategies |
| Wrap up and forward plan for next meeting | 10 mins | * Summarise main points of discussion * Feedback / reflections from participants * Any questions * Set date for next meeting and next steps |  | |
| Close and ask participants to complete evaluation survey | 5 mins | * Session evaluation survey and ask to complete * Thank you and close | Survey forms | |
|  |  | Food / refreshments at convenient time or end |  | |

**Place-Based Health Planning**

**Co-design Workshop 3**

**Workforce and skillsets required**

**Time 120 mins**

**Objectives:**

* To discuss the prioritised actions to determine workforce and skillsets required
* To determine resources/training/funding required to implement actions
* To identify feasible strategies for inclusion in the project

| Element | Time | Information to include | | Resources |
| --- | --- | --- | --- | --- |
| General Introduction  Sign in sheet  Outstanding OHL Tool | 10 mins | Welcome to workshop  Introduce team  Check everyone has signed in  Go over ethics and consent (for new attendees)  Quick overview of the project and that we are at workshop 3  Note limitations to manage expectations - what can be supported by this project - also how else the community could use the report and analysis for advocacy etc  Plan for the session - What workforce and skillsets required? What do we need to make this work? | | Sign in sheet  Name tags  Consent forms  Digital recorders |
| Outcomes from workshop 2  (also available on project website) | 25 mins | Strategies to fill gaps and improve services  Actions required  Actions prioritised.  DO YOU AGREE OR HAVE WE MISSED ANYTHING? | | Powerpoint presentation |
| Workforce, skillsets and training requirements | 60 mins | Governance:   * What are the key health workforce requirements to deliver the new/enhanced services? Is Ahpra registration required (for health professionals), or are there other workforce regulations related to scope of duty eg. Disability services * Is the priority service/gap mentioned/referenced in the HHS service agreement (could help in terms of advocacy for HHS-buy in) or regional, state, or national health strategies/plans (Queensland Health, PHN, ACCHO, community services sectors)   Finance:   * What funding streams – permanent, project – currently support services in this area * Are there any un-tapped funding streams? * Are there any funds that could be redirected? Eg. For vacant positions, could trainee roles be considered? * What barriers to moving from project- to ongoing funding might exist?   Health workforce:   * How do broader recruitment and retention challenges for health workforce in the region affect each particular priority or gap? * What are the management implications of any service model change – specifically:   + New referral models that require information sharing across services need development of protocols that enable frontline workers to share info   + New service models that involve task-sharing/shifting require engaged and supportive leadership that recognises flexible ways of working * What are the skill sets needed and training implications for any service model change?   Revise actions – are they able to be feasibly implemented through this project?  What actions are beyond the scope of this project? | | Powerpoint presentation |
| Wrap up and forward plan for next meeting | 20 mins | Summarise main points of discussion  Feedback / reflections from participants  Any questions  Set date for next meeting and next steps | Ppt: possibly have main points typed up or on a flipchart | |
| Close and ask participants to complete evaluation survey | 5 mins | Session evaluation survey and ask to complete  Thank you and close | Survey forms | |
|  |  | Food / refreshments at convenient time or end |  | |

**Place-Based Health Planning**

**Co-design Workshop 4**

**Confirm action plan and measures**

**Time 120 mins (maybe shorter)**

**Objectives:**

* To confirm the action plan for the project, including responsible party and timeframes
* To define measures of success

| Element | Time | Information to include | | Resources |
| --- | --- | --- | --- | --- |
| General Introduction  Sign in sheet | 10 mins | * Welcome to workshop * Introduce team * Check everyone has signed in * Go over ethics and consent (for new attendees) * Quick overview of the project and that we are at workshop 4 * Project timeframe * Note limitations to manage expectations - what can be supported by this project - also how else the community could use the report for advocacy etc * Plan for the session – Present the prioritised action plan. Discuss measures of success. | | Sign in sheet  Name tags  Consent forms  Digital recorders |
| Outcomes from workshop 3  (also available on project website) | 30 mins | * Present workforce, skillsets and training requirements for the action plan. * Discuss alignment with other initiatives, funding options. * Responsible partners or sub-committees   DO YOU AGREE OR HAVE WE MISSED ANYTHING? | | Powerpoint presentation |
| Measures of success | 50 mins | Evaluation / Monitoring – work through each action and discuss:   * What does success look like for the local community? * How can we measure if these strategies have been successful? | | Powerpoint presentation |
| Wrap up and forward plan | 10 mins | * Summarise main points of discussion * Outcomes and action plan on website * Feedback / reflections from participants * Any questions * Local Connector may lead or support implementation * Monitored by the ref group through its monthly meetings * Feedback to community periodically and project end |  | |
| Close and ask participants to complete evaluation survey | 5 mins | Session evaluation survey and ask to complete  Advise will be contacted for interview relating to the co-design process  Thank you and close | Survey forms | |
|  |  | Food / refreshments at convenient time or end |  | |