

National Surgical Cleft Service Transition Plan

Prepared by: NHS GG&C and endorsed by Transition Oversight Group

1. Managerial & Project Leads NHSGGC

Transition Item	Details	Who To Complete?	Date To Complete	Comments/Status
NHS Greater Glasgow and Clyde (NHSGG&C) Responsible Director, Manager and Project Lead NHSGGC pre and post transition	Confirm managerial leads for surgical cleft service	GM Regional Services	30 th March 2017	<p>STATUS COMPLETE</p> <p>Pre Transition – Director Regional Services</p> <p>General Manager, Regional Services and Project Manager</p> <p>Post Transition- Director, Women & Children’s Services</p> <p>General Manager, Women & Children’s Services</p>

2. Theatre Capacity NHSGGC

Transition Item	Details	Who To Complete?	Date To Complete	Comments/Status
Theatre Capacity NHSGGC	Confirm increase by 2 sessions weekly	GM, Women & Children’s	30 th April 2017	STATUS COMPLETE – Theatre sessions confirmed.
	Physically Increase by 2 sessions weekly	GM, Women & Children’s	30 th June 2017	STATUS ONGOING - Will take effect immediately following end of transition period

3. Human Resources

Transition Item	Details	Who To Complete?	Date To Complete	Comments/Status
Identification of Staff affected by TUPE	Meeting between NHSL and NHSGGC to confirm affected staff	Head of people and Change, NHSGGC	15 th April 2017	STATUS COMPLETE - Meeting completed and staff identified
TUPE process for all staff to be clarified and implemented	Process confirmed :	Head of Human Resources, NHSL Head of People and Change NHSGGC	30 th May 2017	STATUS ONGOING - All process to be completed within appropriate HR guidance on timescales. All process to be completed within appropriate HR guidance on timescales.
Induction Programme	To develop an induction programme for all transferring staff	Project Manager	31 st May 2017	STATUS ONGOING - Corporate Induction programme available for all staff. Timetable in progress.
Honorary Contracts	To obtain honorary contracts for all staff providing service at other Scottish Health boards	Project Manager	30 th May 2017 14 th June 2017	STATUS COMPLETE - Honorary contracts in place for 3 surgeons to function between NHSGGC and NHSL. Process above to be extended to other boards for all surgeons and visiting staff

4. Surgical Management Planning

Transition Item	Details	Who To Complete?	Date To Complete	Comments/Status
Waiting Lists	To ensure that all patients requiring to have surgical intervention are appropriately listed onto NHSGGC patient management systems	Project Manager	23rd June 2017	STATUS COMPLETE - All patients who are consulted in all clinics currently throughout Scotland are now entered onto NHSGGC Inpatient Information system on Trak. This will continue up to and beyond the transition period.

5. Consultant Job Planning

Transition Item	Details	Who To Complete?	Date To Complete	Comments/Status
Designation of Clinical Lead for job planning through & following transition period	Clinical Lead will undertake this with advice and support from Chief of Medicine for Regional Services and Chief of Medicine for Women and Children's Services, and	Clinical Lead	31/05/2017 and ongoing following transition	STATUS ONGOING - The Clinical Lead and Project Manager are working together on a draft timetable for 3 surgeons to attend clinics and theatre sessions on an annualised basis. To be fully discussed with all surgeons.

Associate Medical
Director NHSL

6. Resources

Transition Item	Details	Who To Complete?	Date To Complete	Comments/Status
National Funding	Confirm date of transfer of existing national funding and uplifts to cover activity	Head of Finance, NHSGGC and NSD	31 st May 2017	STATUS ONGOING - Discussion between NHS GG&C and NSD ongoing

7. Patient Pathways and Service Model

Transition Item	Details	Who To Complete?	Date To Complete	Comments/Status
New Patients	Referral Pathway for new patients into surgical service	Clinical Lead Project Manager Lead Clinician Cleft Care Scotland	31/05/2017	STATUS ONGOING: The current Cleft Care Scotland overarching pathway remains unchanged. Process mapping of patient pathways across Scotland has been undertaken. The cleft service reconfiguration relates primarily to the site of the surgical intervention. Where clarification is required regarding issues relating to

clinical matters out with the commissioned service, this should be sought from the appropriate clinical subgroup lead of the Cleft Care Scotland Executive/Advisory Group.

MDT Clinic Profile	Creation of a national MDT clinic (key age) profile for the surgical service within available resource advising on locations and frequency of clinics	Clinical Lead Project Manager	31/05/2017	STATUS ONGOING: Currently under development. MDT arrangements requiring to be confirmed are membership, templates, clinical information requirements to support an effective MDT, day of the week etc.
Development of 3 Consultant Service Model	Provision for new Service Model to be demonstrated through a 3 consultant job planning exercise	Clinical Lead Project Manager	31 st May 2017	STATUS ONGOING -A provisional job plan for a 3 surgeon service has been produced. Currently the Clinical Lead and Project Manager are working together on a timetable for 3 surgeons to attend clinics and theatre sessions on an annualised basis.
Psychology	Completion of a Clinical Psychology Service Model for the National	Consultant Psychologist for surgical	31 st May 2017	STATUS ONGOING - An information leaflet, referral form and Care Pathway are now currently available.

Surgical Service by the Consultant Psychologist Lead. This model should include a section on data collection and audit

8. Data Reporting

Transition Item	Details	Who To Complete?	Date To Complete	Comments/Status
National Annual Cleft Report	Review existing specification with NSD and amend if updating required	GM, Women & Children's NSD	31 st May 2017	STATUS ONGOING – original template accommodated paediatrics only. Data collection should be discussed and amended where agreed
Network Clinical Outcome Data	Annual dataset from the network will be incorporated into the annual national surgical report	Clinical Lead GM Women & Children's	31 st March 2017	STATUS ONGOING - data will be incorporated into the annual national surgical report

9. Transition Plan Communication

Transition Item	Details	Who To Complete?	Date To Complete	Comments/Status
Patients and Carers, CLAPA, Cleft Care Scotland and Other Scottish Boards	Updated Transition Plan to be issued week beginning 8 th May	GG&C / NSD	12 May 2017	Agreed by 8 th May 2017

10. Feedback from Patients/Parents

Transition Item	Details	Who To Complete?	Date To Complete	Comments/Status
Feedback from patients and parents on the new arrangements from survey	Patient Satisfaction Survey on new surgical arrangements	GG&C	31 October 2017	Survey to be developed and issued to patients/parents attending for surgery when new service commenced.