Healthcare Improvement Scotland

Guidance Notes for Action Planning

Pathways to Recovery: Redesigning Residential Rehabilitation Pathways

December 2024

NHS SCOTLAND

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Published Month Year

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Self-Assessment Theme 1.1: This section shall be pre-populated for you based on the relevant high-level theme.			
Area of Consideration 1.1: This section shall be pre-populated for you based on the agreed areas of consideration within you Thematic Analysis Report.			
Aim – What are you trying to achieve?	The aim statement should be concise. Think of it as a brief description which should clearly communicate what you intend to accomplish; a clear aid to communicate to stakeholders what you are trying to achieve. Your aim statement should be ambitious and stretching but realistic enough to be achievable. When developing your aim, consider: What you are trying to achieve When you want to achieve it by How much you want to achieve. Who will benefit from it. For further information see "Aim Statement" within Action Planning Toolkit.		
Key Actions – What actions will you take to achieve your aim?		**Lead**	**When**	**Priority**
Actions should be key steps/activities to be undertaken to help you achieve your aim. It would be good practice for these actions to be developed with the relevant stakeholders or people involved eg multidisciplinary leads, data and measurement colleagues, people with Lived and Living Experience etc. For further information see "Driver Diagram", "SMART Goals" and "Pareto Charts" within Action Planning Toolkit.		The individual(s) who will be responsible for ensuring the progress and completion of this action.	The prospective date which you are aiming for the action to be completed by.	This will be the last section you look at once you have identified all your actions. Use this section to identify which actions need to be prioritised

			based on interdependencies, urgency, and impact. For further information see "Prioritisation and Critical Pathway Analysis" within Action Planning Toolkit.

Resourcing implications - What do you think you will need to complete these actions?
Consider what skills, knowledge, or experience would be required to progress these actions. For example, if you need to understand your local data as part of these actions, who might be involved in this (Local Intelligence Support Team Analysist, local Analytical teams etc)? Are there existing resources which can support some of these actions? If there is a cost implication for an action, what resource would be available to address this?

Risks / barriers to delivery	How might we overcome these risks?
Are there barriers, risks or challenges to the delivery of actions identified? These should be outlined here. For further information see “Risk Management and Minimisation” within Action Planning Toolkit.	With these risks in mind, how can you mitigate this? Refer to local risk management guidance. For further information see “Risk Management and Minimisation” within Action Planning Toolkit.

Work already happening that may support this
Is there ongoing work which could support the achievement of these actions? (i.e. relevant MAT Standards work, ongoing local improvement work) Is there any future work planned which could support these actions? (i.e links to Strategic Plan, Commissioning plan etc.)

Interdependencies
Project dependencies are the connections between projects that influence their progress and completion. Recognizing and managing these dependencies is essential for ensuring that all projects within a portfolio run smoothly and achieve their goals. What connections exist between these actions and the other work with your area? For example, if a local needs assessment is being completed, how will this impact and link to actions around demand and capacity. Or, do other actions in other areas relate to those above?

How will you measure and monitor progress?
What are your monitoring and assurance arrangements for these actions and overall aim? How will you measure impact of the work? How might you involve people with Lived and Living Experience to measure impact?

How will you ensure the involvement of people with lived and living experience in the design, delivery, and monitoring of identified improvements?

Drawing on the details contained within the action (above), please summarise your plan for ensuring the involvement of people with lived and living experience in you action planning. How will you ensure that a trauma informed and human rights-based approach is applied to the involvement work you do? For further information please see our Lived and Living Experience Involvement Resource Pack.

Governance and monitoring arrangements

Drawing on the details contained within the action (above), please summarise the governance and monitoring arrangements for this action plan. Consider the following: What is your approach to assuring progress? i.e. relevant governance structure. What are your arrangements for monitoring progress? i.e. RAG Statuses, reporting arrangement etc. Where will you report progress to?

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