

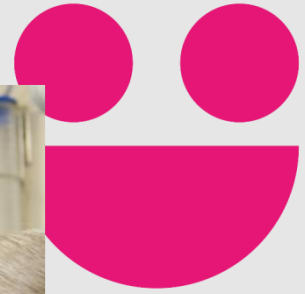
Outpatient Cardio Echo service

Engagement Plan

Proposed temporary service change

- Julia Clarke, Director of Public Participation
- Hannah Roy, Head of Public Participation

14th December 2022 – please note this plan will be updated monthly



Engagement Plan

	Action	Further Information	Responsible Lead	completed by:
	PRE ENGAGEMENT			
1	Clinical lead for the service change to be identified	Clinical lead who will present to stakeholders and the public	Centre Manager to identify	COMPLETED
2	Engagement Presentation	To be developed and agreed by Operations/Centre manager with clinical input. To be draft to shared with the Head and Director of Public Participation Director. Presentation to be used to inform our stakeholders about the potential service change	Centre Manager/Clinical lead	COMPLETED
3	Contact MPs, the ICS, Commissioners, Health Board, and other Trusts (where appropriate) to advise of the potential service change and our engagement plans	Discussion proposed service change with our Commissioners and the Powys Health Board Confirmation emails to be sent to Commissioners, ICS and Health Board	Chief Operating Officer/ Deputy COO - (ICS, PTHB/Commissioners) Chief Operating Officer to contact MP's	Discussion with Commissioners and PTHB ongoing
4	Contact the external public stakeholders to advise of the proposal potential service change	Email to be sent the following organisations to advise them of the proposal, Joint Health Overview and Scrutiny Committee, Health and Wellbeing Boards, Healthwatches, Community Health Council Shropshire and T&W Patient Groups	Email draft – Centre Manager Email to be sent by Chief Operating Officer/ Deputy COO	Ongoing

Engagement Plan

	Action	Further Information	Lead	completed by:
	ENGAGEMENT			
5	Brief our Communications Team	Discussion with our communications team to make them aware of the potential service change and our engagement plan	Head of Public Participation	COMPLETED
6	Look at previous patient PALS and Complaints contacts	To identify any previous PALS or Complaint relating to the service provision/delivery and include any improvement that could ensue from change in presentation.	Head of Public Participation	COMPLETED
6	Website	A proposed service change webpage to be developed on SaTH website. The webpage to include: Presentation, draft EQIA, Question and Answer and Engagement Report. Documents to be upload when completed	Public Participation Team	COMPLETED
7	Equality Impact Assessment (EQIA)	A draft EQIA to be developed by operational and clinical team. Input from the Public Participation Team. EQIA to be submitted to the Public Assurance Forum for feedback and Assurance	Centre Manager/Clinical Lead Review by Head of	COMPLETED - draft EQIA to be submitted to the January Public Assurance Forum

Engagement Plan

	Action	Further Information	Lead	completed by:
ENGAGEMENT - EVENTS				
EVENTS BRIEFING – For all public/stakeholder meetings there should be clinical and operational attendance. It’s the responsibility of the operational lead to arrange both clinical and operational attendance. The Head of Public Participation will liaise stakeholders and with the operational lead around attending events and the dates/availability.				
11	Stakeholder events	<p>Stakeholder engagement events to be held. Clinical and operational attendance to present the proposed service changes to stakeholders</p> <p>Ruth Horner to arrange a date for an evening stakeholder meeting in Nov/Dec to include clinical lead(s) to present</p> <p>Public Participation Team to organise invites to PAF and appropriate patients groups</p>	<p>Director of Public Participation Head of Public Participation</p> <p>Operational Lead</p> <p>Clinical Lead</p>	Stakeholder event held on the 9th December via MS Teams
12	SaTH’s stakeholder meetings – Public Assurance Forum	Clinical and operational team to present the proposed service changes at these meetings. EQIA to be presented to the Public Assurance Forum for feedback and Assurance	<p>Head of Public Participation</p> <p>Operational Lead</p> <p>Clinical Lead</p>	Public Assurance Forum Monday 9th January 2022

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ENGAGEMENT - EVENTS				
<p>EVENTS BRIEFING – For all public/stakeholder meetings there should be clinical and operational attendance. It’s the responsibility of the operational lead to arrange both clinical and operational attendance. The Head of Public Participation will liaise stakeholders and with the operational lead around attending events and the dates/availability.</p>				
13	Attendance at external meetings to discuss the potential service change	To offer to attend external meeting to present to patient/public groups	Public Participation Team	ONGOING
14	Joint Health Overview and Scrutiny Committee	Engagement Report to be developed and submitted to JHOSC. Presentation by Clinical/Operational team on proposed service change to the JHOSC if required.	Director of Public Participation Head of Public Participation Operational Lead Clinical Lead	ONGOING