**BACKLOG RECOVERY PLAN**

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| **PURPOSE** | Brief outline of Backlog issue / Area of Backlog recovery plan |
| Name(s) | Title(s) |
| Name(s) | Title(s) |

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| --- | --- |
|  | **Performance and backlog issues identified**  |
| * *Brief information on historical issues and performance that have led to the need to create a recovery plan.*
* *Need to include the impact on overdue patients and services.*
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|  | **Demand and capacity** |
| * *Graphical representation of the demand and capacity for six months/one year.*
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|  | **Weekly / Monthly Trajectories for recovery (graphs and brief text)** |
| * *Graphical trajectories with a brief narrative on plans.*
* *The detail in the plans must directly relate to the trajectories, e.g., showing weekly changes to waiting lists.*
* *Clear timelines showing when performance is anticipated to recover.*
* *Example data below*

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|  | **Systems and processes to support the recovery plan** |
| * *A brief description of changes to current systems and processes. Example*
	+ *plans to recruit an interim resource to cover areas such as demand and capacity analysis*
	+ *dedicated support*
 |
|  |  **Plan** |
| * *Reassurance around the measures now in place to prevent this occurring again.*
* *The plan should include a capacity buffer below the backlog threshold.*
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|  | **Risk** |
| * *All the threats and risks that can affect our compliance and plan.*
* *Include safety/wellbeing risks to service users waiting the longest or with identified clinical risks*
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