NEW STARTER KIT

Since 2017 over 50 ELFT teams have taken part in the Enjoying Work learning sessions. Here's an overview of the structure for Cohort 5.

Introductory Session (1hr)

- Hear about the **background and structure** of Enjoying Work at ELFT
- Learn about **the approach** to Enjoying work
- Think about **early success** steps for your project

Monthly Learning Sessions (1hr)

- A mix of **virtual and face to face** learning sessions
- **Practical application** of the **Model for Improvement** led by experienced Improvement Advisors
- Opportunities to **learn from colleagues** from across the trust who are currently working or have previously worked on Enjoying work

You can find a link to register for <u>Cohort Five here</u>

Support available to projects:

- Each project will have a **QI coach, sponsor and data champion**

- Data and Life QI support from the **QI Department Data Team**

- Learning system will be **facilitated by Improvement Advisors** with experience in Enjoying Work

If you would like to find out more, please speak to **Nicola Ballingall** (n.ballingall@nhs.net) or **Marco Aurelio** (m.aurelio@nhs.net).

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QUALITY IMPROVEMENT

STARTER CHECKLIST
FOR ENJOYING WORK PROJECTS

Thank you for registering your interest in Enjoying Work and welcome to the learning community. Follow this checklist to get your project started.

1 - Speak to your manager and team to **decide if you want to take part**.

2 - Take your idea to your **QI forum.** Your local improvement advisor can give you more information about this. You can findout who this is here

3 - Form a team between 5-8 people who represent the different stakeholders in your team.

4 - Set up **regular meetings with your team and QI coach.** We'd recommend meeting forthnightly for 30mins

5 - Register your project on **Life QI,** our online platform for supporting improvement. Page 5 has more details

6 - Start collecting **baseline measures** using the measurement plan we've developed. Page 3 has more details

7 - Plan how you will **communicate project progress** with your wider team.

Nominate three project team members to **attend each learning session**:
28th Sept, 13:00 – 14:00

28th Oct, 13:00 – 14:00

16th Nov, 13:00 - 14:00

21st Dec, 11:00 - 12:00

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QUALITY IMPROVEMENT
Assurance Improvement Control

MEASUREMENT SYSTEM

Our learning over four cohorts of Enjoying Work is that teams often find measurement a tricky topic. So we have designed a simple measurement system based on our learning from previous teams.

Each week teams will be asking their staff the following 3 questions:

- **The people I work with are friendly?**
  - Rated on a five point scale from strong disagree to strongly agree (Taken from Culture of Care Barometer)

- **Do you have the resources you need to do a good job?**
  - Rated on a five point scale from strong disagree to strongly agree (Taken from Culture of Care Barometer)

- **Using your own definition of burnout please circle the following Scale** (Mini Z burnout survey)
  - I enjoy my work I have no signs of burnout
  - I am under stress, and don't have as much energy, but don't feel burned out.
  - I am definitely burning out and have one or more symptoms of burnout
  - The symptoms of burnout that I am experiencing won't go away
  - I feel completely burned out. I am at the point where I may need to seek help

A pulse survey will also be sent to teams every 4weeks to help them get a more in depth sense of where it might be important to improve.

What we can help with:

- Setting up an **electronic data collection** system
- Helping you think of ways to **improve response** rates
- Creating **monthly charts** for your measures
- Helping understand **what the charts are telling you**

When you are ready to start collecting data please contact **Samina Aklas** (samina.aklas@nhs.net) from QI Dept Data Team for help.

Data Champion:

- Nominate a **data champion from your team**
- The data champion's role is to **share data collection forms** and **results** with the wider service

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QUALITY IMPROVEMENT

The learning system will guide you through ELFT's Sequence of Improvement. Here's an overview of what you can expect.

IDENTIFICATION OF A QUALITY ISSUE	UNDERSTANDING THE PROBLEM	DEVELOPING A STRATEGY AND CHANGE IDEAS	TESTING	IMPLEMENTATION
• Collect baseline data	• Carry out an Appreciative Inquiry with your team • Start storytelling to engage your stakeholders	• Develop a SMART aim • Collate the drivers and ideas for change in a driver diagram on Life QI	•Test change ideas and record learning on Life QI	•Put processes in place to sustain the gains you've made

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USING LIFE QI TO SUPPORT YOUR LEARNING

Life QI is our online platform to help you manage your improvement project.

Teams joining Cohort 5 will be expected to actively use life QI as part of their project team meetings and update it with their latest progress.
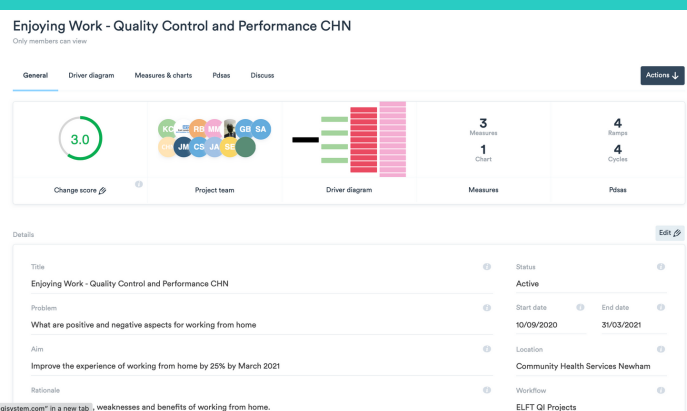
Life QI can help you to:

- Keep all the information about project in one place
- Allow you to record your change ideas, tests of change and measures
- Communicate easily with your wider team and others in the trust

To create a Life QI account, go to LifeQIsystem.com and click 'Log In'.

Follow this guide to help you register your project when you are ready.

If you need help with Life QI please contact **Samina Aklas** (samina.aklas@nhs.net) from QI Dept Data Team.