

## Practice Based Commissioning: Knowledge and Skills framework for Practices and Practice Managers

### 1. Data Analysis

Aims	Mode of delivery	Lead	Possible Dates and Venues
<p>1. To improve knowledge of data produced to practice under PBC</p> <p>2. To Improve skills in data manipulation, including use of spread sheets, pivot tables, and graphical analysis.</p> <p>3. To provide the opportunity to practically 'test' data analysis skills</p> <p>4. To explore the use of practice level 'PBC' data to assess clinical patterns and behaviours.</p>	<p>Three half day workshops run from 12.30 - 3.30 pm in each locality for practice managers and / or their administrative / accounting teams.</p> <p>Practices will be able to send a team of people (possibly max of 3 per practice if space is limited) to each workshop.</p> <p>The workshop will be a mixture of theory and practice with the opportunity to apply the techniques to examples of practice based data.</p>	<p>Howard Davis Graham Hanson</p>	<p>Nov 11<sup>th</sup>, 17<sup>th</sup> and 22<sup>nd</sup></p>

## 2. Redesign Skills

Aims	Mode of delivery	Lead	Possible Dates and Venues
<p>1. To improve knowledge of and skills in techniques used to initiate changes to services and established clinical pathways</p> <p>2. To explore the applicability of these methodologies to health service redesign</p> <p>3. To create the opportunity to practically apply the theory of these techniques to a care pathway / process.</p> <p>4. To explore which techniques will work best for PBC and what support is needed at practice / consortia commissioning level.</p>	<p>Full day workshop for practice managers running from 9.30 - 4.30.</p> <p>Am session dedicated to describing service redesign tools and techniques</p> <p>PM session dedicated to the practical application of these techniques and the exploration of their use back in the practice.</p>	<p>Louise Parker and Fiona Bell</p> <p>David McAsey Pfizer Pharmaceutical company</p>	<p>Fri 25<sup>th</sup> Nov Falsgrave Community Resource Centre Scarborough (also see agenda)</p>

### 3. Update on PBC – Lunch time drop in sessions / service meetings

Aims	Mode of delivery	Lead	Possible Dates and Venues
<p>1. To bring practice and PCT provider staff, clinical and non clinical up to date on PBC from both a national policy contact and a local framework for SWRPCT.</p> <p>2. To set PBC into context of other national policy drivers including the new financial system driven by Payment by Results, and Commissioning a patient led NHS</p> <p>3. To provide practice staff with the opportunity to ask questions about PBC and how it might affect their day to day work</p>	<p>Lunch time meetings lasting up to an hour and a half from between 12 noon and 2.30pm ( times to be confirmed with venues)</p> <p>Mixture of informal presentation, dissemination of summary information and an opportunity for a Q and A session with the project Managers</p> <p>Meetings to be held in each locality.</p>	<p>Scarborough - Louise Parker</p> <p>Whitby and Esk - Amanda Brown</p> <p>Ryedale - Fiona Bell</p>	<p>Through out Oct / Nov re 2005/6 framework</p> <p>Patch wide meeting March 10<sup>TH</sup> re operational framework for 2006/7</p> <p>Service meetings as required</p>

#### 4. Individual / practice support

Aims	Mode of delivery	Lead	Possible Dates and Venues
<p>1. To ensure practices (practice managers and GPs) understand their allocated budgets and financial and activity performance against those budgets.</p> <p>2. To work with practices to identify service development opportunities and areas for practice / consortia level improvement.</p> <p>3. To develop a practice based commissioning plan for service development including activity and spend targets.</p> <p>4. To ensure practices have the necessary skills to achieve the above on their own</p>	<p>One to one coaching on budget statement, variance reports, practice preparation for PBC, service development.</p> <p>Practice meetings</p> <p>Facilitation of practice away days</p>	<p>Scarborough - Louise Parker</p> <p>Whitby and Esk - Amanda Brown</p> <p>Ryedale - Fiona Bell</p>	<p>As required, Post release of variance reports</p>

## 5. MIDAS training

Aims	Mode of delivery	Lead	Possible Dates and Venues
<p>1. To improve knowledge of MIDAS and the data it contains</p> <p>2. To develop skills in using MIDAS and extracting data for use at practice and consortia levels</p> <p>3. To provide the opportunity to practically 'test' MIDAS and learn how to manipulate it to extract the data you need</p> <p>4. To explore the use of MIDAS in service development</p>	<p>4- 6 2 hour workshops run in each locality for practice managers and / or their administrative / accounting teams.</p> <p>Practices will be able to send a team of people (max of 3 per practice if space is limited) to each workshop.</p> <p>The workshop will be a mixture of theory and practice with the opportunity to use MIDAS</p> <p>Max 12 - 15 people per workshop</p>	<p>Howard Davis Debbie Forrest-Redfern Graham Hanson</p>	<p><u>Proposed Dates -</u> Whitby an Esk: Whitby Gr Practice: Friday 19<sup>th</sup> May x 2 sessions 9.30 - 11am &amp; 11.30 - 1pm</p> <p>Ryedale: Swinton Grange: x 2 sessions: Thursday 18<sup>th</sup> May x2 sessions, 1pm - 2.30 &amp; 3pm - 4.30</p> <p>Scarborough: West Ayton: TBC as 15<sup>th</sup> / 16<sup>th</sup> May</p>