

Governance Framework for new interRAI assessment tools

Initiating		Planning		Pilot	End of Pilot report	Roll out
Purpose	Preliminary approach and meeting with interRAI NZ Services regarding proposal and requirements. Define initial project scope, rationale and evaluation plan. Approval from interRAI NZ Board to proceed to preparation of Pilot proposal.	Pilot scope definition and planning, including all related activities necessary for Pilot execution. Include key drivers, stakeholders, clinical champion, requirements from interRAI NZ Services, communications plan.		Pilot steering group and pilot team are confirmed and pilot execution begins. Integration of people and other resources to carry out the pilot plan. Make any change requests and report to Board as required.	Pilot objectives and deliverables are reviewed, and the end of pilot report is prepared. Include lessons learned, findings, data, and recommendations.	A Business Case for national roll out is prepared for approval by Board. This will include funding options.
Templates and Guidance	<div>Initial outline of proposal</div> <div>Green – Required Teal – Optional Blue – Refer to Guidance in Framework document</div> <div>N.B. Board refers to interRAI NZ Governance Board</div>	<div>Pilot Proposal DocumentPilot Time ScheduleTerms of Reference (TOR)</div> <div>FundingCommunications PlanStage Plan</div> <div>Guidance on completion of pilot proposal</div>		<div>Updates for Board</div> <div>Guidance on pilot process</div>	<div>End of Pilot ReportPilot Evaluation SummaryLessons Learned Report</div> <div>Guidance on completion of end of pilot report</div>	<div>Business Case documentBusiness Case Summary</div> <div>Guidance on completion of Business case</div>
Process	<div>Informal approach to interRAI services with preliminary idea interRAI@dhbsharedservices.health.nz</div> <div>Stakeholder meeting with interRAI Services Who, How, What, Why ,When Outline requirements from interRAI Services e.g. Education, Software, Data Warehouse</div> <div>Initial outline of proposal</div> <div>Board Chair reviews prior to Board decision</div> <div>Decline or request for further information</div> <div>Approval to proceed to Pilot proposal</div>	<div>Develop Pilot Proposal Document<ul style="list-style-type: none">How will the project be evaluatedGovernanceKey rolesKey assumptions</div> <div>Plan Scope<ul style="list-style-type: none">Define scopeDetermine requirementsDescribe strategic fitPotential for national roll out</div> <div>Develop Schedule<ul style="list-style-type: none">Define and sequence activitiesEstimate resources and time scaleDevelop scheduleDevelop Stage Plan if project is phased</div> <div>Develop (as appropriate) Quality Management Communication Management Risk Management</div> <div>Board Decision</div> <div>Not approved to proceed</div> <div>Formal approval to proceed</div>		<div>Confirm Steering Group</div> <div>Develop, direct and manage work by pilot team</div> <div>Monitor and control<ul style="list-style-type: none">Scope and scheduleStakeholders and communicationsCostsQualityRisksProcurements</div> <div>Evaluation along the course of pilot</div> <div>Updates to Board</div>	<div>Develop End of Pilot Report<ul style="list-style-type: none">Lessons learnedRecommendations</div> <div>Board review of evaluation</div> <div>Board Decision</div> <div>Request further action or information</div> <div>Continue pilot</div> <div>Stop pilot. No further action</div> <div>Approval to proceed to business case for national roll out</div> <div>Continue pilot while developing business case</div>	<div>Board review of business case (Better Business Case or modified template)</div> <div>Board recommendation to proposer and funder</div> <div>Further information requested</div> <div>Business case declined.</div> <div>End pilot</div> <div>Move to roll out</div> <div>End pilot</div>
Board Evaluation	Is the context and need for this pilot clear? Are the intended end of pilot benefits and outcomes clear? What contribution is pilot making to higher level outcomes i.e. strategic fit and suitability for national roll out? Is the scope appropriate to the context? Is there sufficient clinical leadership to support a pilot? Are all stakeholders identified, informed, and/or involved? How will the pilot be funded? Proposers must be able to fund their proposal as funding is not available from either the interRAI NZ Governance Board or interRAI Services.	Are the intended end of pilot benefits, outcomes and targets clear? Is there appropriate governance? Does the evaluation methodology include sufficient objective measures? What is required from interRAI Services requirements and can this be resourced? Is funding adequate? Are risks identified and manageable? Is there appropriate clinical leadership and has there been adequate sector engagement? To what extent did the pilot meet the needs of consumers especially Māori, Pacific and Asian'?		Monitoring and review of any requested changes <ul style="list-style-type: none">Have their been any barriers to the progress of the pilot?How are any identified risks being managed?Are quality requirements being met?What is the feedback from clients about their experience of the new tool?Are proposed changes to the pilot, if any, acceptable?	What were the benefits of the tool in this particular setting and comparison with existing tools? What are the unintended outcomes from the pilot? Has the pilot identified efficiency gains? How effective is the pilot in achieving its outcomes? How sustainable are the outcomes from the pilot likely to be? How acceptable has the pilot been? – Consumers, Assessors, Clinicians, Service Providers, Funders To what extent did the pilot meet the needs of consumers especially Māori, Pacific and Asian?	Strategic Case - Is there demonstrated alignment with national/sectorial priorities and goals and policy decisions? Economic case – Have critical success factors for national roll out been identified? Commercial case – What changes to existing contractual arrangements need to be made and how will this be managed? Financial case –Is the roll out affordable and have possible funding sources been identified? Management case – is there capacity and capability to roll out the tool nationally e.g. interRAI Services Education? Consumers' views to be considered in the business case.