

General Practice Network Transition and Establishment Support Project

Tasmania

**Version No: 1.0
Issue Date: 5 May 2011**

Document information

Criteria	Details		
Document title:	Tasmanian Medicare Local Network – Change Management Project Plan		
Document owner:	Sarah Male, CEO General Practice Tasmania		
Document author:	Annaliese Caney, Health Reform Officer, General Practice Tasmania		
Version:	1.0	Revision:	
Issue date:	5 May 2011		

Version control

Version	Date of issue	Description
1.0	5 May 2011	Initial draft

Document approval

This document requires the following approval:

Name	Title	Version
Sarah Male	CEO General Practice Tasmania	1.0

Table of contents

Introduction	4
Project scope and objectives	4
Project objectives	4
Project scope	4
Management summary	4
Project synopsis	4
Project stakeholders	4
Planning considerations	5
Assumptions and constraints	5
External dependencies	5
Timeframe and milestones	6
Project schedule baseline	6
Budget and costs	6
Project budget baseline	6
Project organisation and management	6
Project organisation	6
Roles and responsibilities	7
Project controls	7

Introduction

The purpose of this document is to outline Tasmania's contribution to the Transition and Establishment Support Project, coordinated by the Australian General Practice Network (AGPN) to support Divisions of General Practice across Australia transition to become Medicare Locals. Medicare Locals are being established by the Commonwealth during 2011 and 2012 with responsibility for coordinating and integrating primary health care, addressing service gaps and making it easier for patients to navigate their local health care system.

The intended audience for this plan is:

- Transition Project Team, AGPN
- Transition Field Support Officers
- CEOs of General Practice North, General Practice North West, General Practice South, and General Practice Tasmania.

Project scope and objectives

Project objectives

To support Tasmanian stakeholders in the transition from a Divisions of General Practice Network to a Medicare Local Network, and in relation to the health reform agenda more broadly.

Project scope

Included in the project are change management transition activities that involve stakeholders, including current General Practice Tasmania (GPT) Network members and staff.

Excluded from the project are transition activities of a business and administrative nature that fall under the core funding arrangements or to be being funded as separate transition activities should Tasmania's Medicare Local submission be approved.

Management summary

Project synopsis

For Tasmania, maintaining momentum for stakeholders during the transition of the GPT Network to the Tasmanian Medicare Local Network has been identified as a critical factor related to the new Network's success. During the establishment phase, the Network will be operating in an environment which is dealing with unknowns, responding to change, and bound to an equally unstable national scene all of which impact on stakeholders to varying degrees. Field support in Tasmania will have a unique role in working with stakeholders to facilitate participation, build trust and collaboration between organisations, and position the new Network positively as it relates to bigger picture of primary health care reform.

Project stakeholders

Stakeholders are grouped in the following way:

Group 1	<p>Current Network members (including Boards) and staff</p> <ul style="list-style-type: none"> • The current Network arrangement includes General Practice North, General Practice North West, General Practice South, and General Practice Tasmania. • Membership of the current Network is primary general practice
Group 2	<p>State and local government</p> <ul style="list-style-type: none"> • Includes Tasmanian Premier, Tasmanian Minister for Health, Department of Health and Human Services (DHHS) Reform Team, Area Health Services CEOs, Federal MHRs and Senators, State MHSs and MLCs, Office of Aboriginal and Torres Strait Islander Health (OATSIH), local councils and authorities. • Includes hospitals and superclinics.
Group 3	<p>Peak and professional bodies</p> <ul style="list-style-type: none"> • Colleges/Registration Boards • Accreditation/Training Bodies • Advocacy bodies for health professionals • Workforce
Group 4	<p>Non-government organisations</p> <ul style="list-style-type: none"> • Public health organisations • Primary care focus
Group 5	<p>Allied Health and other service providers (eg, specialists)</p>
Group 6	<p>Other Partnerships (research and business focussed)</p> <ul style="list-style-type: none"> • University of Tasmania • Private corporations and businesses • Health insurers/Medicare
Group 7	<p>Tasmania consumer community</p>

Planning considerations

Assumptions and constraints

- The General Practice Tasmanian Network will be successful in applying to become an early adopter Medicare Local (assumption).
- The timeframes imposed on the establishment of Medicare Locals are determined by the Commonwealth (constraint).

External dependencies

- All work being undertaken in collaboration with the Department of Health and Human Services (DHHS) in relation to Local Hospital Networks (LHNs). This includes joint

population planning and data management, commissioning frameworks, and consumer engagement and advisory (strategic and clinical) mechanisms.

Timeframe and milestones

Project schedule baseline

Deliverable	Performance Indicator	Timeframe
Establishment of Transition Steering Committee	Terms of Reference in place and meetings records (monthly)	Commencing March 2011
Establishment of Transition Working Groups (linked to core business functions)	Terms of Reference in place and meeting records (monthly)	Commencing June 2011
Combined Network Board meeting	Board meeting scheduled and evidence of agenda/minutes	31 July 2011
Network Communication strategy	Development of communication strategy Monthly communiqués	31 August 2011 Ongoing
Staff forum	Delivery of Network staff forum	By 31 October 2011
Consumer forum	Delivery of consumer forum	By 31 December 2011
Consultative forums	Delivery of three regional stakeholder forums	By 31 December 2011

Budget and costs

Project budget baseline

	2010-2011	2011-2012	Whole project
Transition Liaison Officer	30,000		
Network staff forum	15,000		
Administration overhead (printing, venues, resources to support forums)	5,000		
Total planned expenditure	50,000		

Project organisation and management

Project organisation

The GPT Network comprises four organisations; three Divisions of General Practice in the North, North West and South and the State Based Organisation, General Practice Tasmania Ltd.

The project Collaborator is General Practice Tasmania Ltd in its capacity as an SBO, and within which with the project representative and transition liaison officer are based.

Roles and responsibilities

The following table lists the roles and responsibilities linked to the organisation of the project:

Role	Responsibilities
General Practice Tasmania Network	Provision of information and resources to the national network, supporting the project deliverables.
General Practice Tasmania (Ltd) / Project Collaborator	Establishment of a Steering Committee to oversee transition of the Network. Establishment of Working Groups (linked to the establishment of core business functions). Appointment of a Transition Liaison Officer. Accountability for project deliverables.
Transition Liaison Officer	On the ground support to assist divisions of general practice with all aspects of transition. Provision of information on strategy and timelines relevant to transition. Promotion and utilisation of AGPN support tools and templates. Participation in national transition support team meetings. Facilitation of networking and liaisons between divisions and relevant external stakeholders. Provision of formal reports.

Project controls

GPT has well established processes in place to manage issues, risk, and quality that are aligned with monthly Board reporting; these processes will be utilised to oversee the transition activities, including field support, being undertaken in Tasmania.

Management reporting

This section briefly covers the agreed management reporting process that will be followed throughout the life of the Project. The management reporting process will use a standard set of templates.

Document Name	Frequency	Author	Recipient
GPT Board Report	Monthly	Annaliese Caney / Sarah Male	GPT Board
Progress Report	Monthly	Annaliese Caney	General Practice Tasmania Network - CEO's (Transition Steering Committee)
Progress report	30 June 2011 31 December 2011 31 May 2012	Annaliese Caney	National Transition Project Team, AGPN