Hello and Welcome to Issue 2 of the Dundrum CMH Staff Newsletter.

Thank you all for your feedback on Issue 1 – we hope that you will continue to give us feedback so we can provide you with useful, interesting and relevant information!

In this September newsletter we are going to be discussing the following:

- Workstream Overview
- Operations Team Update
- Clinical Team Update
- FAQ’s & SMT Responses
- Site Images

**Workstream Overview**

Large projects are often broken into digestible chunks to make them easier to handle often referred to as workstreams. A workstream is a way to group the various work packages required to complete a project. For the purpose of the Portrane Project the CMH has been divided into 4 key workstreams:

**Clinical, Operational, Commissioning + Transitioning** and **Programme Management Office (PMO)**

The diagram below gives an overview of the 4 workstreams, what they mean and just some of the key activities within each:

- **Clinical**
  - Items critical to the provision of the clinical service
  - Workflows
  - Registration
  - Compliance
  - Policies
  - Procedures
  - MHC Registration

- **Operational**
  - Items critical for the running of the facility
  - Corporate
  - ICT
  - Governance
  - Security
  - Facilities
  - Workforce Planning

- **Commissioning & Transitioning**
  - Getting us there and items required to take ownership of the facility
  - Planning
  - Facility Commissioning
  - Transport + Logistics
  - Decommissioning

**PMO**: The Programme Management Office supports the workstreams but also monitors where efficiencies can occur.

Project Planning, Programme Monitoring, Developing Project Tools and Communications

Each workstream contains numerous projects with many moving parts. These projects and workstreams can often interact with one another requiring careful monitoring and co-ordination between the projects and workstreams. To help assure the success of the project the CMH has appointed team leads to drive the workstreams and projects. The leads will be seeking input at various times and projects so please do feel free to let a workstream lead know if there is any area that you might like to help out with.

*If you would like to provide input into the project please speak to your discipline or operational lead.*
Operations Update
The Operations (Ops) work-stream (led by Dónal O’Malley and Pádraic O’Flynn) is fully mobilised with a number of key priority work-packages underway and others in the initial stages of planning. There has been significant progress undertaken already in the areas of ICT and Security, and the Ops Team appreciates those who have participated in the workshops on the scoping of the clinical management system requirements and security design principles.

Clinical Update
Clinical Operational Workshops for New Units
The Clinical Team have continued to facilitate unit-specific staff workshops and have now completed workshops with all units, as introduced in the September newsletter. The next step following each workshop is developing and sending a draft operational policy to all attendees. Following the chance to give feedback and suggestions, the final draft goes to attendees. These are then to be discussed locally by managers with staff on each unit. We welcome feedback from all staff!

Policies, Procedures, Protocols and Guidelines
We now have a new draft Policy for the review and development of all policies, procedures, protocols and guidelines in CMH. This will be used to update and develop policy and procedure documents going forward. The new process and template are in line with HSE and MHC and introduces a focus on evidence-based research and literature review and analysis to inform the revision or creation of new policies. We will be able to create flow charts when needed as easy guides to help staff know what to do when implementing a policy or procedure. Workshops based on the new document are commencing with staff groups in early October. There will be a great focus on policy development over the next 12 months to ensure we have all the appropriate and required documentation in place and to an excellent standard in line with best practice. Our registration with the MHC will depend on good written policies.
**FAQ’s**

Thank you to those of you who have included your comments in our staff comment box! Comment boxes are located in the units and in the main canteen.

**Answering FAQ’s**

It is great to get your feedback and we hope you will continue to use this facility going forward. To reduce any overlap we have grouped questions under headings. See some of the FAQ’s and responses below -

- **Will a change in shift be considered?**
- **Can we start at 7am?**
- **Will we keep the same shift patterns?**
- **Are service users being involved in the current review and planning re: future therapies?**
- **Will there be a separate staff dining area for kitchen staff and staff room?**
- **What model of catering services are envisaged for the new site i.e. ‘in house’ or ‘outsourced’ to a company?**
- **Decent coffee & a vegan menu?**

**Shift Times and patterns**

Nothing has been ruled out. A workforce planning exercise is underway to better understand the requirements for the new facility taking into consideration new patient requirements.

**Clinical**

Currently service user advocacy groups are being involved in the process but service users have not been involved to date. The plan is to include service user involvement before the end of 2018.

**Catering**

The new build will provide a purpose-built kitchen for catering with ample storage and work space. The dining space will be a light filled atrium that will be shared by all staff and there will also be dedicated staff tea/rest rooms on each unit. The model for catering has to be agreed yet and will be done in consultation with staff. Like all services being supplied in the new facility catering of this facility will be reviewed to put in place the most appropriate model for the new facility. As part of the discussions and agreement on the new catering model a full review of food and beverage options will be completed.
Facilities

- **Recreational** areas are provided as part of the new facility with each unit having a dedicated recreation space. Options for addition space including a soccer pitch are under consideration but are not yet final.
- **Accommodation**: Apart from on call rooms, there is no accommodation on site. No specific accommodation for severe weather events exists however accommodation options are being considered with the private sector locally. The new facility is a large space designed in a flexible way so contingency plans could be put in place should the need arise.
- **Creche**: There is no childcare facility on site. We are considering options for a crèche within the overall St. Ita’s campus or with the private sector locally.
- **Roller-skating** facilities had not been discussed, however, the new facility is set on a large site with extensive walkways and paths which may provide roller skating opportunities.

**Staffing and Staff not Transferring**

We understand not all staff may be able to or wish to move to the new facility in Portrane for various reasons. We will be working closely with the HSE and other stakeholders to develop a list of options that can be discussed and agreed with staff. Once options have been agreed these will be discussed with each individual to reach a suitable solution.

**Transport**

Further consultation with Fingal Co.Co. is planned for the coming months to confirm all available options for 2020. A transport strategy will also be developed as part of the Commissioning and Transitioning workstream. Transport options and strategy will be developed in more detail as the project progresses.

**Recovery College**

The Village is a purpose built recreational building it contains flexible multi-purpose spaces that can accommodate the ‘Recovery College’ although a decision on location has not been finalised.

**WI-FI**

For security reasons Wi-fi will not be available to staff or service users however plug in internet connections will available.

**Latest Images of Site**

These pictures taken on the new NFMHS Portrane site at the end of August. Exciting to see the great progress being made! The images here show the CAMHS unit, as it is the most developed, but the features (space, Internal courtyards, light etc.) are part of all units.