



STATUS REPORT 10 June 2007

To the

Commonwealth Department of Health and Ageing

Project Title: Non-technical Skills Training in Synthetic Learning Environments

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PURPOSE

This is a status progress report outlining the progress to date, financial position and risks in respect to the Non-technical Skills Training in Synthetic Learning Environments project. This report coincides with the novation of this project's contract by the Commonwealth of Australia, Department of Health and Ageing (DOHA), from the existing participant, Queensland Health (QH), to the new participant, the Simulation Industry Association of Australia (SIAA). The SIAA is the legal entity overseeing the Australian Society for Simulation in Healthcare (ASSH)

BACKGROUND

1. The funding agreement

In June 2007 a funding agreement was signed between DOHA and QH, ASSH undertaking the project on behalf of QH. The funding agreement is for a period of 2 years and is due for completion on 30 May 2009.

QH Finance receipted the project funding of \$527,330 as the FY2007/2008 budget and determined that the final DOHA funding amount of \$131,833 for the FY 2008/2009 should also be recognised in the FY2007/2008. Therefore the full indicative project budget of \$659,138 has been receipted by QH.

Costs charges against this project to date are represented in the financial report. The balance of funds for the project are presently x.

2. Project aims

To promote specialist training in synthetic learning environments, particularly development of non-technical skills (NTS) relevant to accredited specialist training.

3. Rationale

The project was to optimise the potential benefit of specialist training in synthetic environments under the Australian Government's Expanded Settings for Specialist Training Program (ESSTP), further information is required on the barriers, opportunities and issues associated with training specialists in synthetic environments. The Specialist Trainees in Synthetic Training Environments will assist in meeting this objective.

4. Specific objectives

1) Curricula mapping component

1.a) Consultancy (to be tendered)

- a) The specifications can be read in the Request for Tender Guidelines TENDER NO ASSH/001/07
- b) The purpose of this consultancy is to promote simulation-based training of non-technical skills (NTS) in medical specialist training programs. To this end the consultant will:
 - i) Engage up to six specialist colleges to further explore these opportunities specifically for their specialty.
 - ii) Work with these colleges to develop curricula maps which include training for NTS.

- c) The consultancy is envisaged as sequential activities in four phases (Evidence through literature; Engagement by colleges; Resource development; Adoption). Deliverables for each phase will inform subsequent phases.
- d) The Consultant will work cooperatively with other groups to achieve project outcomes as follows:
 - i) With the ASSH management subcommittee for the purpose of hosting a one day forum, scheduled for 21 May at the Melbourne Airport Hilton Hotel (see point 4). We are currently rescheduling this due to late commencement of the successful tenderer and are proposing Mid to late June.
 - ii) With up to four independent simulation providers which are contracted by the consultancy evaluation committee to deliver specified pilot training activities between July and Dec 2008. The Consultant will oversee for the purpose of providing an independent evaluation of pilot training programs delivered by them.

1.b) Curricula mapping forum

Specialist colleges will be invited to attend and participate in a forum which

- a. will be held in Melbourne as a one day event.
- b. aims to further increase specialist college's knowledge and awareness of the simulation applications relevant to NTS training and assist them in identifying their respective readiness for further development activities (see Tender document: Items 3 and 4 of 'Specific objectives, outcomes and deliverables')
- c. be presented as invited talks and facilitated discussions.
- d. be convened by the ASSH management subcommittee which will select presenters, provide oversight on event management and allocate funding for the event.
- e. be supported by the consultancy team who will be responsible for the following:
 - a. advising the ASSH subcommittee where possible about the participating colleges needs based on consultancy work conducted to date.
 - b. cooperating with the ASSH committee as co-facilitators.
 - c. evaluating the needs of colleges based on forum activities.

1.c). Pilot training

- e) Simulation providers will be invited to respond to a request for tender for funding to deliver training pilots.
- f) These will be delivered between July – Dec 2008 to allow adequate time for preparation and reporting.
- g) The contracted providers will work cooperatively with both the consultant and specialist colleges participating in these activities. There are outlines in the Tender Guidelines for the curricula mapping consultancy (Item 3 and 4 of the Project objectives, outcomes and deliverables). The consultant will specifically mentor the colleges and evaluate the pilot activities.
- h) It is envisaged that no less than 2 and no greater than 4 colleges will participate in this component of the overall project and that a minimum of one training course/day will be provided for each participating college.

- i) The specifications, assessment criteria and weighting of criteria in the request for tender will developed in early 2008 to allow adequate run up time for contractors. These will favour experienced providers with expertise to develop programs for new groups. Recommendations contained in the first three progress reports submitted by the curricula mapping consultant will be made available after the groups are appointed.

2) *Curricula distribution (to be managed by the Qld Skills Development Centre)*

- a) The objectives of this component are to identify opportunities, and key principles underlying successful models, for distributing curricula. This is part of a broader aim to achieve uniform training standards, acceptable access to training and efficient and economical business models for training in synthetic environments.
- b) The Curricula Sharing Project has been scheduled to coincide with the SimTecT Healthcare Conference in September, 2008. The venue will be the Queensland Health Skills Development Centre at the Herston Campus in Brisbane. The timing of this event will allow for those already attending the conference to attend. The purpose of this project is to identify opportunities for, constraints associated with, and key principles underlying successful models for distributing simulation curricula. This is part of a broader aim to achieve uniform training standards, acceptable access to training and efficient and economical business models for simulation training.
- c) Activities will include:
 - i) Review of published and grey literature for examples of accreditation programs, standards documents and guidelines that support sharing and distribution of curricula.
 - ii) Hosting a forum for simulation providers and medical educators to address issues. The latter may include intellectual property, information technology, maintenance of standards by third party providers, and financial considerations.

3) *Supporting ASSH (to be managed by ASSH)*

- a) Support the work of a project officer whose roles are broadly described as:
- b) Supporting the operational needs of ASSH during its early establishment phase
- c) Providing project support to the management team overseeing the projects outlined in (1) - (5).

In addition, the project must ensure that:

1. The Project has links to specialist trainees and current or proposed, Australian Medical Council (AMC) accredited specialist training programs;
2. There are links to the AMC to ensure that simulation in healthcare is considered an appropriate part of specialist training programs accredited by the AMC; and
3. The program has a focus on NTS development.

5. Phases

The Project has two phases over a two year period:

Phase One:

ASSH will develop a governance structure to manage the project, tender for the curricula mapping consultancy.

Phase Two:

Project components will be conducted.

PROGRESS AGAINST OBJECTIVES

PHASE 1

1. Appointment of ASSH Project Management Subcommittee

The roles & responsibilities of the ASSH project management subcommittee have been established, achieving milestones.

Table 1: ASSH Project Management Subcommittee

NAME	ORGANISATION	STATE
Dr Leonie WATTERSON	Sydney Medical Simulation Centre (Chair)	NSW
Ms Katie WALKER	Skills Development Centre	QLD
Mr Peter HILL	Simulation Industry Association of Australia	NSW
Dr Graham BEAUMONT	Advisor and board member, Clinical Excellence Commission	NSW
Ms Val FOLLOWS	Lecturer, Flinders University – Clinical Simulation Unit	SA

2. Preparation and management of tender process for Curricula Mapping Consultancy

All milestones related to this component of the project have been met up to notification of the successful consultant. Milestones relevant to this phase are 10 weeks overdue.

These milestones were delayed by QH pending resolution of several issues comprising:

- During consultation, the ASSH Project Officer received conflicting advice from the Purchasing and Logistics Unit, Business Management RDD and Contracts Management of South East Qld Supply Services. Because of this conflicting advice, briefing notes were re-written three times. To date the advice given by Contracts Management of South East Qld Supply Services was correct .If advice had been given in the first instance stating that a briefing note was required for financial and procurement approval to proceed some of these delays would have been avoided.
- Upon receiving advice that the new contracts department had been created and would manage the RFT,the project Officer immediately requested assistance. The time taken for approval to access assistance from this department was 10 working days.
- On Monday 21st April, with the project falling two months behind in achieving critical milestones, The ASSH Project Officer has received further advice from Business Management, RDD, advising the project has been suspended and

financial approval will not be given until the DOHA budget roll over issue is resolved.

3. Whole project deliverables

- The detailed project plan was submitted on time on July 31 2007
- The First progress report was submitted on time on December 18 2007

Table 2 – Detailed timeline for management of the tender for curricula mapping consultancy

Task	Time frame	Responsible person(s)*	Milestone achieved Yes / No
Provision of RFT and Evaluation Plan Templates	Nov 14 2007	Qld Health Procurement and Logistics Business Unit	Yes
Finalisation of the RFT Comprising Request for Tender, Evaluation Plan and Risk Analysis. RFT includes evaluation criteria and weightings.	Nov 19 2007	ASSH Management sub committee; Consultant	Yes
Approval to issue the RFT to the market	Dec 7 2007	ASSH Project team Qld Health Procurement and Logistics Business Unit	Yes
Advertisement of RFT Issuing	Dec 19 2007	ASSH Project team Tender will be advertised in the QGM website, Courier Mail and the Australian and emailed to ASSH email list serve.	Yes
Finalisation of Evaluation Panel	Jan 16 2007	Management Sub-Committee Chair	Yes
Evaluation panel return documentation (Conflict of Interest and Confidentiality Declarations)	Jan 25 2008	ASSH Project contact	Yes
Closing date for RFT submission	25 Jan 2008	ASSH Project contact	Yes
Vetting For mandatory criteria and conflict of interest	Feb 1 2008	Evaluation Committee chair	Yes
Distribution of submissions to evaluation committee panel members	Feb 14 2008	Via ASSH project contact on recommendation by evaluation committee chair and management subcommittee chair.	Yes
Return of scored submissions by Panel Members to the Evaluation committee Chair.	Feb 20 2008	Via ASSH project contact	Yes
Evaluation Committee meeting to resolve final scores, final ranking and recommendation	Feb 21 2008	Evaluation Committee Chair and Panel Members	Yes
Evaluation Report developed	Feb 22 2008	Evaluation Committee chair	Yes
Decision. Submission of report and recommendations to procurement moderator	Feb 22 2008	Evaluation Report provided by Evaluation Committee chair to procurement moderator	Yes
Communication of decision	Feb 25 2008	Chair of management sub-committee notified of decision by procurement moderator.	Yes
Successful applicant notified	Feb 26 2008	Management subcommittee chair via Project team contact	Yes
Announcement of successful tenderer to all tenderers	March 14 2008	Management subcommittee chair via Project team contact	Delayed

PHASE 2

1) Curricula mapping component

1.a) Consultancy

The milestones (outlined in Table 3) have been delayed as explained in phase 1. Revised dates for deliverables will be negotiated with the consultant, which will be consistent with completion of the overall project within the project period.

1.b). Curricular Mapping Forum

This has been deferred until July 25 2008. This date will be confirmed with the consultant.

1.c). Pilot Training

An expression of interest to provide pilot training was advertised in February 2008. Nine submissions were received, three of which were recommended based on best value for money within the previously allocated budget for this component. Notification of the successful providers and commencement of activities have been delayed for reasons explained in Phase 1. This will be acted upon novation of the contract.

2. Curricula Sharing Project

This is scheduled to go ahead in Sept 2008, as previously planned.

3. ASSH related activities (related to project officer support)

The following tasks have been achieved between period 20 June 07 and June 08.

- SimTecT Healthcare Conference convened, Sept 3 -6 2007
- Meeting between ASSH representatives and DOHA, Canberra 21 September, 2007
- ASSH Management Subcommittee appointed, October 2007
- External Consultant (Anthony Rowley) appointed to assist with Request for Tender preparation and to Chair the Evaluation Committee.
- Curricula Mapping Consultancy tender advertised, December 2007
- Evaluation of Tenders from Consultant for curricula mapping phase 20th February 2008.
- Request for Quotation to deliver training pilots completed and advertised.29th February 2008
- Request for Quotation for Training Pilots closed 14th March 2008

The following tasks are planned for the period 21 June 09 to April 2009

- Appointment of Consultant for curricula mapping phase.
- Selection of providers for pilot training activities identified.
- Coordination of ASSH Curricula Mapping forum in Melbourne.
- Coordination of Curricula Sharing project in Brisbane.
- Conference organising for SimTecT Healthcare 8-11 September 2008.

- ASSH Executive Committee 1 May 2008
- ASSH Election of Office Bearers 30th April 2008
- ASSH Website Development ongoing.
- ASSH Membership Database ongoing.
- ASSH Terms of Reference
- ASSH Constitution

PROJECT LIMITATIONS

PHASE 1 deliverables have been delayed by process requirements advised by Queensland Health. A revised timeline is presented in Table 4.

PHASE 2 deliverables have experienced further delays due to governance issues and the Qld Health purchasing and logistics, request for tender procedures.

Table 4 – Revised milestones and deliverables for the whole project

MILESTONES	DELIVERABLES	RESPONSIBLE PARTY	ORIGINAL DATES	REVISED DATES
Service agreement between QH and SIAA finalised for project officer services		ASSH Management Subcommittee	New milestone	June 30 2008
Notification of successful tenderer for curriculum mapping consultancy		ASSH Management Subcommittee	February 26 2008	June 22 2008
Contracts signed with consultant		ASSH Management Subcommittee	March 31 2008	July 15 2008
	Detailed project plan to ASSH	Curriculum mapping consultant	April 30 2008	July 30 2008
Request for Tender for Pilot activities advertised		ASSH Management Subcommittee	29 th Feb 08	Completed
Recommended simulation providers of pilot training notified		ASSH Management Subcommittee	April 30 2008	June 25 2008
Contracts signed with simulation providers of pilot training			May 30 2008	July 31 st 2008
	First progress report to ASSH	Curriculum mapping consultant	May 30	August 31 2008
Curricula mapping forum		ASSH Management Subcommittee	May 16 2008	July 25 2008
	Second Progress report to DOHA	ASSH Management Subcommittee	June 13 2008	October 31 2008
Pilot activities delivered between July – Dec 2008		Contracted simulation providers		
	Third progress report to ASSH	Curriculum mapping consultant	August 29 2008	February 28 2009
Curricula sharing forum	Project plan to ASSH	Qld Skills Development Centre		July 31 2008
Curricula sharing forum		Qld Skills Development Centre	Sept 2008 to coincide with SimTect Health 2008	
Curricula sharing forum	Final report to ASSH	Curriculum mapping consultant		November 30 2008
Pilot activities	Final report to ASSH	Simulation providers		March 30 2009
Completion of curricula mapping project	Final report to ASSH	Curriculum mapping consultant	March 9 2009	March 30 2009
	Final report to DOHA	ASSH Management Subcommittee	December 31 2008	April 30 2009

APPENDIX 1:

FINANCIAL STATEMENT

SIGN OFF