



**FIRST PROGRESS REPORT
18 December 2007**

To the
Commonwealth Department of Health and Ageing

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

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- Copy of Request for Tender : Curriculum Mapping Consultancy

PURPOSE

This progress report for the Non-technical Skills Training in Synthetic Learning Environments project has been prepared by the Australian Society for Simulation in Healthcare (ASSH) to meet Part C (clauses 1.1 and 4) of the Agreement between the Commonwealth of Australia as represented by the Department of Health and Ageing (DOHA) and the State of Queensland as represented by Queensland Health (QH).

BACKGROUND

1. The funding agreement

In June 2007 a funding agreement was signed between the above mentioned parties for ASSH to undertake the project on behalf of Queensland Health. The funding agreement is for a period of 2 years and will conclude on 31 December 2008.

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 and components

The Project has two phases over a two year period:

Phase One:

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

Phase Two:

Project activities will be conducted. The project has three areas of activity.

Curricula mapping consultancy (to be tendered)

- 1) Review published and grey literature to identify opportunities to develop specialist trainees'. "non-technical skills" (NTS) in synthetic training environments.
- 2) Engage up to six specialist colleges to further explore these opportunities specifically for their specialty.
- 3) Work with these colleges to develop curricula maps which include training for NTS.
- 4) Undertake limited pilot training in synthetic environments with the aim of evaluating work to date.

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

- 5) 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

Supporting ASSH (to be managed by ASSH)

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

In addition, the Participant must ensure that:

- The Project has links to specialist trainees and current or proposed, Australian Medical Council (AMC) accredited specialist training programs;
- 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
- The program has a focus on NTS development.

PROJECT OUTCOMES ACHIEVED

PHASE 1

1. Appointment of ASSH Project Management Subcommittee

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

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

The tender document and evaluation plan has been developed and approved by Queensland Health. The tender will be advertised in the Courier Mail and on the Queensland Health E-Tender website www.qgm.qld.gov.au on Wednesday 19 December. Details of milestones for the remainder of phase 1 are presented in Table 2.

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

Task	Time frame	Responsible person(s)*
Provision of RFT and Evaluation Plan Templates	Nov 14 2007	Qld Health Procurement and Logistics Business Unit
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
Approval to issue the RFT to the market	Dec 7 2007	ASSH Project team Qld Health Procurement and Logistics Business Unit
Advertisement of RFT Issuing	Dec 19th	ASSH Project team Tender will be advertised in the QGM website, Courier Mail and the Australian and emailed to ASSH email list serve.
Finalisation of Evaluation Panel	Jan 16 2007	Management Sub-Committee Chair
Evaluation panel return documentation (Conflict of Interest and Confidentiality Declarations)	Jan 26 2008	ASSH project contact
Closing date for RFT submission	26 Jan 2008 (6 week closing)	ASSH project contact
Vetting For mandatory criteria and conflict of interest	Feb 1 2008	Evaluation Committee chair
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.
Return of scored submissions by Panel Members to the Evaluation committee Chair.	Feb 20 2008	Via ASSH project contact
Evaluation Committee meeting to resolve final scores, final ranking and recommendation	Feb 21 2008	Evaluation Committee Chair and Panel Members
Evaluation Report developed	Feb 22 2008	Evaluation Committee chair
Decision. Submission of report and recommendations to procurement moderator	Feb 22 2008	Evaluation Report provided by Evaluation Committee chair to procurement moderator
Communication of decision	Feb 25 2008	Chair of management sub-committee notified of decision by procurement moderator.
Successful applicant notified	Feb 26 2008	Management subcommittee chair via Project team contact
Announcement of successful tenderer to all tenderers	March 14 2008	Management subcommittee chair via Project team contact

***Legend for Table 2: Responsible person(s)**

- Management sub-committee chair: ASSH Chair (Leonie Watterson)
- Management committee members: ASSH secretary (Katie Walker), ASSH Treasurer (Graham), Executive member of good standing (Val Follows), SIAA Representative
- Project Team: ASSH chair, ASSH secretary, ASSH project officer (Renee Corney)
- Consultant: Anthony Rowley (AR)
- Evaluation Committee Chair: Anthony Rowley
- Evaluation Committee Panel Members: TBA
- Procurement moderator: Steven Duckett

PHASE 2

3. Curricula mapping consultancy

- a. The specifications can be read in the Request for Tender Guidelines TENDER NO ASSH/001/07 (Attached)
- b. The purpose of this consultancy is to promote simulation-based training of non-technical skills (NTS) in medical specialist training programs.
- 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).
 - 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.

3.a. Curricular mapping Forum

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

- e. will be held in Melbourne as a one day event.
- f. 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')
- g. be presented as invited talks and facilitated discussions.
- h. be convened by the ASSH management subcommittee which will select presenters, provide oversight on event management and allocate funding for the event.
- i. 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.

3.b. Pilot training

- j. Groups will be invited to respond to a request for tender for funding to deliver training pilots.
- k. These will be delivered between July – Dec 2008 to allow adequate time for preparation and reporting.
- l. 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.
- m. 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.
- n. 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. As these become available.
- o. Rationale: The literature suggests that a successful strategy for colleges wishing to adopt simulation is to adapt existing models to their specialty specific needs. We assume that this will also be an effective strategy in this project. Again we cannot further speculate until a needs analysis is undertaken and reported. This will be provided as a deliverable of the curricula mapping consultancy (see Tender Guidelines Item 3 and 4 of the Project objectives, outcomes and deliverables).

4. Curricula Sharing Project

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, constrains 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.

Activities will include:

1. Review of published and grey literature for examples of accreditation programs, standards documents and guidelines that support sharing and distribution of curricula.

2. Hosting a form 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.

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

4.1 KEY MILESTONES (achieved between period 20 June – 18 December 07).

- 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

4.2 KEY ACTIVITIES PLANNED FOR THE PERIOD JAN –JUL 2007

- Evaluation of Tenders from Consultant for curricula mapping phase.
- Appointment of Consultant for curricula mapping phase.
- Tender preparation for funding to deliver training pilots.
- Selection of providers for pilot training activities identified.
- Coordination of ASSH forum in Melbourne.
- Coordination of Curricula Sharing project in Brisbane.

PROJECT LIMITATIONS

PHASE 1 deliverables have been delayed by process requirements advised Qld Health. A revised timeline is presented in Table 3.

Table 3 – Revised milestones and deliverables for the whole project

MILESTONES	DELIVERABLES	RESPONSIBLE PARTY	DATES
	Detailed project plan to DOHA	ASSH Management Subcommittee	July 31 2007
	First progress report to DOHA	ASSH Management Subcommittee	Dec 18 2007
Notification of successful tenderer for curriculum mapping consultancy	See Table 2 for detailed timeline	ASSH Management Subcommittee	February 26 2008
Request for Tender for Pilot activities advertised		ASSH Management Subcommittee	
Successful pilot teams notified		ASSH Management Subcommittee	
Curricula mapping consultancy begins March 2008 continues to Mar 2009	See Table 3 for detailed timeline	Curricular mapping consultant	
Curricula mapping forum		ASSH Management Subcommittee	May 2008
	Second Progress report to DOHA	ASSH Management Subcommittee	June 13 2008
Pilot activities delivered between July – Dec 2008		Contracted simulation providers	
Curricula sharing forum		Qld Skills Development Centre	Sept 2008 to coincide with SimTect Helath 2008
Completion of curricula mapping project	Final report to ASSH	Curriculum mapping consultant	March 8 2009
	Final report to DOHA	ASSH Management Subcommittee	April 11 2009

FINANCIAL STATEMENT

SIGN OFF

Submitted by (Project Officer)	
Name: Renee Corney Position: A/ASSH Project Officer	Ph: 07 3636 6586 Date: 18 December 2007
Cleared by (Katie Walker)	
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Endorsement/decision (ASSH Chair)	
Name: Leonie Watterson Position: ASSH Chair Signed: Date:	Comments