

DRAFT

# **REGIONAL SERVICE FRAMEWORK FOR CARDIOVASCULAR HEALTH AND WELLBEING**

## **Project Initiation Document V 1.0**

Draft prepared for consideration at initial meeting of Project Team

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Appendix A Template for the development of Service Frameworks for Health and Social Care

## 1.0 INTRODUCTION

1.1 A Service Framework is a document which contains explicit standards underpinned by evidence and legislative requirements. Service Frameworks set targets, specific timeframes and expected outcomes for specific service areas designed to:

- Improve the health and social wellbeing of the population of Northern Ireland
- Reduce inequalities and promote social inclusion
- Improve the quality and safety of care
- Safeguard vulnerable individuals and groups, and
- Improve partnership working with other agencies and sectors

1.2 A programme of development of Service Frameworks for Northern Ireland has been agreed by the Department of Health, Social Services and Public Safety (DHSSPS). The first framework to be developed is for “Cardiovascular Health and Wellbeing”. The Framework is to be submitted as a finalised consultation document to the Department by 5<sup>th</sup> December 2007 following which the Department will issue it for consultation. The objective is to have a finalised Framework by 30<sup>th</sup> April 2008.

1.3 The Cardiovascular Health and Wellbeing Service Framework will be used by the public, HSC Commissioners, HSC and other providers and those organisations which are required to report on the performance and quality of services and care.

1.4 This document sets out the project structure and project plans which have been designed to meet the Terms of Reference set for the project. The document will be considered in draft at the first meeting of the Project Team and then submitted to the Departmental Service Framework Programme Board for approval.

## **2.0 TERMS OF REFERENCE**

### **2.1 Aim**

The overall aim of the Cardiovascular Health and Wellbeing Service Framework is to improve the health and wellbeing of the population of Northern Ireland, reduce inequalities and improve the HPSS quality of care in relation to cardiovascular disease, recognising that achievement of this aim goes beyond traditional HPSS boundaries and is strongly influenced by population/individual attitudes and behaviours, and the contribution of other sectors.

### **2.2 Definition**

For the purposes of the Cardiovascular Health and Wellbeing Service Framework, care is defined as the prevention, assessment, diagnosis, treatment, care and rehabilitation of individuals/communities who currently have or are at greater risk of developing disease pertaining to the heart and systemic circulation. Recognising that several diseases can co-exist, share common factors and can adversely impact on prognosis, the service framework will include consideration of:-

- Coronary heart disease (e.g. angina, heart attack, heart failure)
- Hypertension (high blood pressure)
- Cerebrovascular disease (e.g. stroke)
- Peripheral vascular disease (e.g. poor circulation in legs causing ulcers/gangrene)
- Diabetes (as a significant risk factor for the development of cardiovascular disease) and

- Renal disease associated with cardiovascular disease (e.g. kidney failure)

The Service Framework will follow a lifecycle from childhood to adulthood and end of life care.

### **2.3 Scope**

The Cardiovascular Health and Wellbeing Service Framework will be based on:

- Population approaches to the promotion of health and prevention of disease, recognising that premature death and disease arising from cardiovascular disease are linked to social and economic inequalities
- Best available evidence; wherever possible, this will be well-conducted, up to date, systematic reviews of valid, relevant evidence
- A recognition that resources should be targeted at those with greatest need and with the potential for greatest benefit
- An acknowledgement of the individual as an expert in his/her own life and care, and his/her familial and social context
- The prevention (primary, secondary and tertiary), assessment, diagnosis, treatment, monitoring, care and rehabilitation relevant to those diseases identified to include emergency treatment, and care in the primary, community and secondary sectors, promoting intersectoral and multidisciplinary working, where appropriate
- Existing policies and strategies endorsed by the Department through formal publications or circulars and links with national standard setting bodies and

- The standardised template as agreed by the Departmental Service Framework Steering Group (this will include a definition of a standard, performance indicators and audit criteria)

## **2.4 Timed Objectives**

The HPSS Chair of the CVD service framework will ensure that working groups include active service user participation, a range of clinical, public health, senior management and social care expertise, taking account of the need to engage across the primary and secondary care interface and drawing on already established networks and groups. The HPSS chair will:

- Provide a short project plan setting out details of proposed methodology
- Provide the Department with monthly progress reports (no longer than 1 page)
- Engage with the Departmental Steering Group, as required
- Ensure external quality assurance (at national level) of draft document, to include at least two recognised experts
- Submit a finalised consultation document to the Department by 5<sup>th</sup> December 2007 and
- Thereafter, engage with the Department (which will be responsible for consultation) regarding analysis of consultation responses and finalisation of document by 30<sup>th</sup> April 2008

## 3.0 PROJECT STRUCTURE

### 3.1 Accountability

The Project to develop a Cardiovascular Service Framework is accountable, through the Project Lead, to the Departmental Service Framework Project Programme Board, jointly chaired by the Chief Medical Officer and the Deputy Secretary of the Department. The Service Framework is to be developed using the template agreed by the Programme Board to ensure compatibility with other frameworks being developed (Framework Template is set out in Appendix A).

### 3.2 Project Team

Project Lead	Dr David Stewart	EHSSB	<a href="mailto:dstewart@ehssb.n-i.nhs.uk">dstewart@ehssb.n-i.nhs.uk</a>
Section Lead – epidemiology	Dr Louise Herron	SHSSB	<a href="mailto:louisehe@shssb.n-i.nhs.uk">louisehe@shssb.n-i.nhs.uk</a>
Section Lead – Prevention	Mrs Gerry Bleakney	EHSSB	<a href="mailto:gbleakney@ehssb.n-i.nhs.uk">gbleakney@ehssb.n-i.nhs.uk</a>
Section Lead – CHD	Mrs Joy Youart	Service Delivery Unit	<a href="mailto:joy.youart@nhs.net">joy.youart@nhs.net</a>
Section Lead – CVD	Dr Michael Power		<a href="mailto:michael.power@setrust.hscni.net">michael.power@setrust.hscni.net</a>
Section Lead – PVD	Dr Jackie McCall	EHSSB	<a href="mailto:jmccall@ehssb.n-i.nhs.uk">jmccall@ehssb.n-i.nhs.uk</a>
Section Lead – Diabetes	Dr Bernadette Cullen	EHSSB	<a href="mailto:bcullen@ehssb.n-i.nhs.uk">bcullen@ehssb.n-i.nhs.uk</a>
Section Lead – Hypertension	Professor Gary McVeigh	QUB	<a href="mailto:g.mcveigh@qub.ac.uk">g.mcveigh@qub.ac.uk</a>
Section Lead – Renal Disease	To be confirmed		

Quality Assurance Lead – Patient Involvement	Mr Richard Dixon	EHSSC	<a href="mailto:ecouncil@ehssc.n-i.nhs.uk">ecouncil@ehssc.n-i.nhs.uk</a>
Quality Assurance Lead – Primary Care QOF	Dr Sloan Harper	NHSSB	<a href="mailto:sharper@nhssb.n-i.nhs.uk">sharper@nhssb.n-i.nhs.uk</a>
Quality Assurance Lead – Pharmacy	To be confirmed		
Project Sponsor	Dr Maura Briscoe	DHSSPS	<a href="mailto:maura.briscoe@dhsspsni.gov.uk">maura.briscoe@dhsspsni.gov.uk</a>
Service Framework CoOrdinator	Veronica Gillen	DHSSPS	<a href="mailto:veronica.gillen@nhssb.n-i.nhs.uk">veronica.gillen@nhssb.n-i.nhs.uk</a>
Project Administrative Support	To be agreed		

### 3.2 Support Structures

1. Dr Louise Herron will be advised by Professor Frank Kee and Dr John Yarnell, QUB in preparation of the section on epidemiology.
2. The Coronary Heart Disease Section will be developed in partnership with the Subgroup Chairs of the Regional Cardiac Services Network Board.
3. Dr Jackie McCall will be working in partnership with Mr Paul Blair, Secretary of the NI Vascular Group to prepare the section on Peripheral Vascular Disease.

### 3.3 Working Methodology

The Project will be taken forward by identified Section Leads who will together form the Project Team. Each Section Lead will work

with an existing relevant group (e.g. the Cardiac Services Network) or establish a working group to prepare the draft section for which they are responsible.

### **3.4 Internal Quality Assurance**

Project Team Quality Assurance members will be responsible for advising on both the methodology in relation to their area of expertise and the content of the sections prepared for the Framework.

### **3.5 External Quality Assurance**

The Project Team will identify experts from outside Northern Ireland to provide external quality assurance on products produced by the project and guidance on the processes adopted to prepare the Framework. The approach to seeking external QA will be agreed by the Project Team.

### **3.6 Role of Project Business Manager**

A Service Framework Development Officer is being appointed by DHSSPS to coordinate the programme of Service Frameworks across Northern Ireland. The Officer will be a full member of the Project Team and act as Project Business Manager. The proposed roles will include:-

- Managing the project budget ensuring that the Framework is being developed to the agreed template structure.
- Coordinating relevant project events for example a major stakeholders workshop to consider draft sections.

### **3.7 Administrative Support**

The specific requirements for administrative support will be considered by the Project Team at the first meeting.

## **4.0 LIST OF PROJECT PRODUCTS**

**Product 1    Template for Development of Service Frameworks for Health and Social Care (DHSSPS April 2007)**

This document sets out the specified approach to development of and structure of Service Frameworks in Northern Ireland (Appendix A).

**Product 2    Terms of Reference for Service Framework for Cardiovascular Health and Wellbeing**

This document sets out the aim, agreed definitions, project scope and timed objectives for the project set by DHSSPS (Appendix B).

**Product 3    Project Initiation Document**

This document sets out the planned approach to completion of the work of the project within the agreed timescales.

**Product 4    Communication Plan and Quality Assurance**

This document will set out the planned approach to involving key stakeholders during the preparation of the draft service framework and arrangements for internal and external quality assurance. The document will be prepared by members of the Project Team.

**Product 5    Draft Framework Sections**

Draft sections of the Framework will be prepared by Section Leads in cooperation with relevant interests in line with the model set out in the Framework Template.

**Product 6 Initial Draft Framework**

The initial Draft Framework will be prepared following a Project Team workshop in September 2007 to consider the draft Framework sections and elimination of gaps or overlaps identified at the workshop. This will be issued for external QA.

**Product 7 Stakeholder workshop(s) Design Brief**

A workshop event (or events) will be held in October 2007 to gain opinions on the draft Framework.

**Product 8 Stakeholder Workshop Report**

The report of the workshop will be considered at a Project Team workshop to prepare a finalised draft by end of October 2007.

**Product 9 Consultation Draft for submission to the Department**

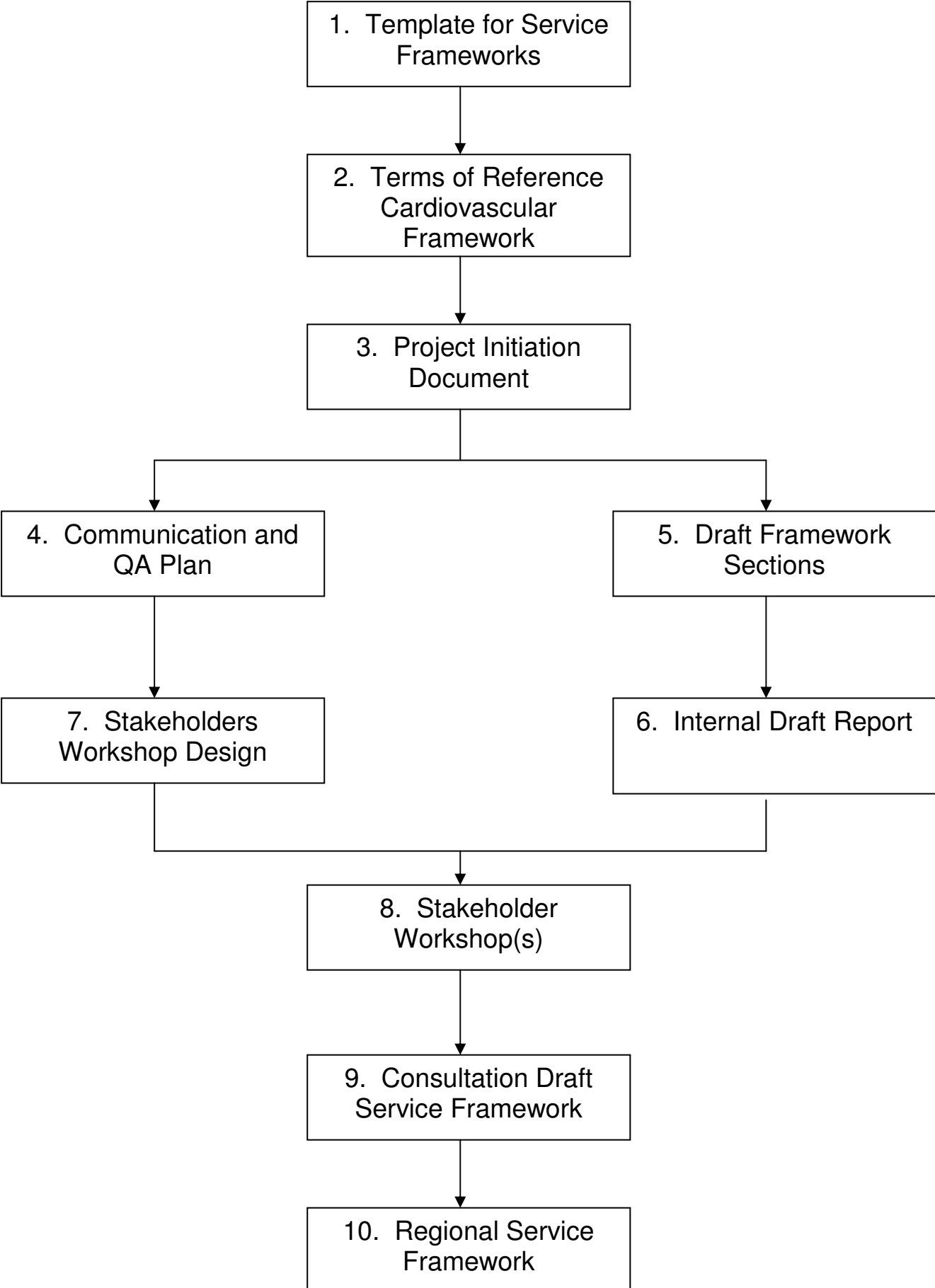
A finalised consultation draft will be prepared for submission to the Department which can then be issued for wider consultation. The Draft is to be submitted by 5<sup>th</sup> December 2007.

**Product 10 Agreed Regional Service Framework for Cardiovascular Health and Wellbeing**

The agreed Framework will be issued by DHSSPS following consultation. The Project Team will be involved in considering the comments made on the consultation draft.

On issue of the Framework the Framework Development Project will be closed.

**5.0 PRODUCT FLOW DIAGRAM**





## **7.0 RISK ASSESSMENT**

(To be completed by Project Team)