# T3.2 Whole-of-System Student Clinical Placement (WoSSP) action plan

This action planning tool provides a practical starting point for WoSSP program development and implementation in your rural health system.

The strategies and tasks listed in the plan are aligned with the key sections, guidelines and tools in the WoSSP organisational implementation module.

Specific action plan elements may need to be adapted for your WoSSP Steering Group priorities and clinical placement setting.

## Your LGA

## WoSSP health service/health education provider partners

## Proposed WoSSP program start date

## WoSSP action plan objectives

**T3.2 Action plan**

Adapt as needed

1. Establish a shared clinical placement governance framework and implementation strategy for the WoSSP program in the [insert rural LGA].
2. Develop the WoSSP program model.
3. Customise the WoSSP program model and patient journey curriculum activities for the rural health service system.
4. Prepare and teach the WoSSP program.
5. Prepare a program evaluation strategy to inform ongoing development, implementation and review of the WoSSP program.

## Objective 1: Establish a shared clinical placement governance framework and implementation strategy for the WoSSP program

| **STRATEGIES** | **TASKS** | **WHO** | **TIMELINE** | **PROGRESS** |
| --- | --- | --- | --- | --- |
| **1.1** Establish an agreed shared clinical placement governance process for the [LGA] | Define the geographic and local health service system area for WoSSP |  |  |  |
| Establish WoSSP steering group (including representatives from participating health service and health education providers) |  |  |  |
| Establish shared clinical placement governance agreements (including WoSSP MoU) |  |  |  |
| Form WoSSP working group (including WoSSP program leader) |  |  |  |
| Prepare WoSSP implementation/action plan for signoff by WoSSP steering group |  |  |  |
| **1.2** Analyse existing clinical placement structures, educational activities and health education curricula at the local level | Identify and document existing clinical placement structures, educational roles, organisational systems and educational supports |  |  |  |
| Map student placement activity across defined LGA |  |  |  |
| Map relevant health education curricula |  |  |  |
| Prepare student placement allocation spreadsheet |  |  |  |
| Determine how the WoSSP program may need to be adapted to suit the local health service/clinical placement context and educational resources |  |  |  |

## Objective 2: Develop the WoSSP program model (including an agreed program evaluation strategy)*[[1]](#footnote-1)*

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| --- | --- | --- | --- | --- |
| **STRATEGIES** | **TASKS** | **WHO** | **TIMELINE** | **PROGRESS** |
| **2.1** Develop the WoSSP program for your health service system | Recruit WoSSP clinical educator |  |  |  |
| Identify appropriate space for WoSSP group learning and teaching activities |  |  |  |
| **2.2** Develop your community engagement strategy | Adapt the WoSSP community engagement guidelines for your local context |  |  |  |
| Customise the WoSSP program brochures and community information resources/flyers for your local health services/stakeholder groups |  |  |  |
| Prepare media brief and schedule for project updates as appropriate |  |  |  |
| **2.2** Map and analyse the primary health system, initially with health service providers/community organisations and through detailed documentation of WoSSP program activities | Undertake health/welfare service and clinical placement site visits to engage local community stakeholders, map health and community services and identify local resources/networks in the LGA |  |  |  |
| Conduct community information sessions |  |  |  |
| Meet with Medicare Local, primary care partnerships or equivalent to identify relevant, current population health data sets and population health priorities |  |  |  |
| Prepare WoSSP Health Services Brief, including brief descriptors of each service, location and programs provided |  |  |  |
| Analyse patient journey pathways through the local health service system |  |  |  |

## Objective 3: Customise the WoSSP model and patient journey curriculum activities for the rural health service system

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| --- | --- | --- | --- | --- |
| **STRATEGIES** | **TASKS** | **WHO** | **TIMELINE** | **PROGRESS** |
| **3.1** Integrate the WoSSP patient journey curriculum and educational supports within the participating health service setting  (such as Hospital Admissions Risk Program (HARP), early intervention program or community rehabilitation centre) | Identify the health service setting that will provide the platform and supports for WoSSP patient journey activities |  |  |  |
| Identify the administration systems and educational supports that need to be put in place to assist the participating health service to facilitate WoSSP patient journey activities |  |  |  |
| Adapt WoSSP policies and procedures to align with your patient journey implementation model  (including patient selection processes, patient consent forms and information sharing protocols) |  |  |  |
| Develop a database of patients with chronic health conditions who are interested in participating in the WoSSP program (with appropriate patient consent) |  |  |  |
| Develop patient précis guidelines and procedure for WoSSP patient journey recruitment and patient journey activities |  |  |  |
| Work with local GPs and GP practice managers involved in the WoSSP program to develop shared systems for patient journey activities (including arranging GP appointments for patients involved in the WoSSP program) |  |  |  |
| Develop a formalised student/patient/HARP handover process to provide a structured, systematic feedback loop into the local health service at the conclusion of WoSSP student placements |  |  |  |
| Review and customise WoSSP policies to align with your proposed WoSSP implementation model and patient journey activities |  |  |  |

## Objective 4: Prepare and teach the WoSSP program

| **STRATEGIES** | **TASKS** | **WHO** | **TIMELINE** | **EVALUATION** |
| --- | --- | --- | --- | --- |
| **4.1** Develop and customise the WoSSP teaching plan and resources for your implementation model | Schedule the WoSSP group learning day/s |  |  |  |
| Adapt WoSSP teaching plans, student guides and interprofessional learning and teaching materials (as needed) |  |  |  |
| Develop WoSSP student policies and procedures (e.g. student behaviour policy, patient home visit, safety etc) and embed them within the health organisation policies and procedure system |  |  |  |
| Identify, agree and document WoSSP co-teaching roles and contributions |  |  |  |
| Facilitate professional development for WoSSP clinical educator, clinical supervisors and health service representatives involved in WoSSP program |  |  |  |
| Implement the WoSSP program |  |  |  |
| Implement agreed strategies to facilitate patient handover back to health service on conclusion of WoSSP program *(including appropriate information sharing protocols)* |  |  |  |
| Implement agreed strategies to acknowledge patient contributions to the WoSSP program |  |  |  |

## Objective 5: Prepare a program evaluation strategy to inform ongoing development, implementation and review of the WoSSP program

| **STRATEGIES** | **TASKS** | **WHO** | **TIMELINE** | **EVALUATION** |
| --- | --- | --- | --- | --- |
| **6.1** Identify and implement strategies to evaluate if/how the WoSSP model and interprofessional learning process influences patient healthcare, health service and health education activities in your setting | Develop an WoSSP evaluation plan with input from key health service, health education provider and community stakeholders |  |  |  |
| Align your evaluation plan with existing educational, health service and patient feedback mechanisms (such as the Best Practice Clinical Learning Environment Framework) |  |  |  |
| Seek formal permission to conduct your evaluation (including formal ethics, health education provider and health service approval as appropriate) |  |  |  |
| Implement your WoSSP evaluation plan |  |  |  |
| **6.2** Document and report on the implementation processes and outcomes of the WoSSP program | Provide timely progress reports and feedback to community stakeholders, clinical training networks and government agencies |  |  |  |

1. See Objective 5 of this action plan for suggested program evaluation strategies/tasks. [↑](#footnote-ref-1)