

Additional File 4: Project Plan

Project Team: Cancer Services Manager, SACT Nurse Consultant, Cancer Quality Manager, Medical Divisional Nurse Manager, Assistant Surgical Divisional Nurse Manager, Head of Oncology Pharmacy, Senior Charge Nurse, HBC, QI facilitator/Breast Care Nurse, Divisional Midwifery/Nurse Manager Additional members for project planning: Oncology Pharmacist, SACT Advanced Nurse		Project title: Relocating delivery of SC Trastuzumab in Raigmore Hospital, a quality improvement project. Aim: for all patients receiving SC Trastuzumab in the HBC to have their treatment completed no later than 15 minutes from their scheduled appointment, by 26.7.2019.
Driver	Process measure	Goal
1. Utilise an area of Raigmore hospital with capacity of space and staff to facilitate standard work for SC Trastuzumab administration in new location, on same day of the week, for ease of workflow and planning.	% of patient use and current staffing in areas of Raigmore Hospital which may be suitable for transfer of care for SC Trastuzumab on same day of the week.	Establish location in Raigmore Hospital which has 100% staff and physical space capacity for 4 hours per week clinic time, on same day of the week.
2. Relocate location of SC Trastuzumab, to release pressure of physical space and staff shortages in MDBU.	% of time per week to administer SC Trastuzumab in MDBU, based upon treatment episodes from 21.1.2019 – 23.4.2019.	Clarify % of clinical time saved by MDBU through relocating administration of SC Trastuzumab to another location in Raigmore Hospital.
3. Ensure relocation of SC Trastuzumab administration is in a clinical environment that patients would find appropriate and comfortable.	% of patient feedback with positive comments on relocation of SC Trastuzumab.	Over 80% of patients give positive feedback following relocation of SC Trastuzumab administration to an alternative clinical environment. This data to be gathered 12 weeks from relocation.
4. Ensure relocation of SC Trastuzumab administration is in an appropriate clinical environment to meet standards of SACT delivery.	% criteria met to meet standards of SACT delivery.	Relocation of SC Trastuzumab administration to meet 100% criteria for an appropriate clinical environment to deliver SACT, as detailed in SGQU CEL 30 (2012) by time of relocation.
5. Explore cost neutral relocation of SC Trastuzumab by upskilling existing staff in newly identified clinical area through creating and delivering an in-house training package.	% identified nursing staff in new location for administration of SC Trastuzumab completed training package.	100% identified nursing staff in new location for administration of SC Trastuzumab have completed training package by time of relocation.
6. Arrange access and training in 'ChemoCare' digital SACT system for identified nursing and administrative staff in new location.	% identified nursing and administrative staff in new location for administration of SC Trastuzumab have access and training in ChemoCare.	100% identified nursing and administrative staff in new location for administration of SC Trastuzumab have access and training in ChemoCare.

Driver number (from above)	Change idea	Tasks to prepare for tests	PDSA	Person responsible	Time line (T= test; I= implement; S= Spread)																	
					Week (week 1: week beginning 4.2.2019)																	
					1	2	3	4	5	6	7	8	9	10	11	12						
1	Look for another location in Raigmore hospital with capacity of space and staff for administration of SC Trastuzumab administration, on same day of the week, for 4 hours. .	Approach Highland Breast Centre(HBC), as this area is quiet at certain times and is well staffed.	Average numbers of treatment episodes per week to be clarified. Management to explore change idea with senior staff at HBC.	Fraser, Liz	T	I		S														
2	release pressure of physical space and staff shortages in MDBU.	Establish how much time is taken up per week delivering SC Trastuzumab in MDBU.	Calculate clinical time saved by MDBU through relocating administration of SC Trastuzumab to another location and share this with project team and HBC senior staff.	Fraser, Angeline, Liz	T	I																S
3	HBC as new location of SC Trastuzumab administration is a place that is acceptable to patients.	Need to create and offer patient feedback forms.	Offer, collect and analyse patient feedback on having SC Trastuzumab in HBC	Angeline									T									I
4	Explore if HBC for relocation of SC Trastuzumab administration is in an appropriate clinical environment to meet standards of SACT delivery.	Need to visit HBC to assess for suitability for SACT delivery.	Risk assessment for SACT delivery in HBC, and correct equipment and storage facilities established, in keeping with CEL 30 criteria	Fiona, Leanne				T	I	S												
5	Upskill nurses in HBC regarding SC Trastuzumab.	Need to create training package for HBC nurses who will administer SC Trastuzumab.	Establish minimum training required, check with nurses in HBC if they are confident in this, complete training by week 12.	Fiona, Joan,					T				I	S								
6	Arrange access and training in 'ChemoCare' digital SACT system for identified nursing and administrative staff in HBC.	Need to arrange for IT to install ChemoCare in clinic room 4 and reception, HBC. Need to coordinate training in use of ChemoCare for 2 receptionists and 2 nurses at HBC.	Training in ChemoCare system offered to all relevant staff at HBC and competency established.	Jude, Fiona, Louise					T	I	S											

