

Tool 2 – Devising a strategy and action plan to establish a culture of promoting and supporting self care

Part 1 – Creating a strategy and statement of intent

Why you should use this tool

Use this framework to produce a strategy and action plan to support and promote self care in the PCT, practice or any other care agency.

When to use this tool

At the beginning of the self care training to help you construct an action plan to introduce the work that needs to be covered to achieve a better culture that supports self care.

What to do

Fill in the checklist overleaf to identify which of your criteria you already have in place to help you in developing your strategy that supports self care and statement of intent. If this tool is used as part of a developmental event rather than as a simple checklist, go on to complete parts 2–3 of the tool.

Time: approximately 30 minutes for initial discussions and completion of the checklist.



How it works

Completion of the checklist will allow you to see how far your PCT/practice or care agency has got in planning to support and promote self care. It will highlight areas where you still need to progress and encourage you all to specify what further actions you need to take.

Whom to engage

Everyone involved in the strategic planning of self care support in your PCT/practice or other care agency.

What to do next

Parts 2 and 3 of the exercise.

For more information on this tool, please click on [Tool 2](#).



Working in Partnership
Programme

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self care • •
...because health matters •

Checklist for what makes a strategy and statement of intent

	Criteria	Where are we now?	Your action
1	Strategy and statement of intent are specifically constructed with the support and promotion of patients' self care at the centre.		
2	Specific standards relating to funding, resources, protected time, training etc and other minimum requirements are drawn up and apply to all who will need to be involved in supporting self care.		
3	Define the affordable vision.		
4	Representatives of the workforce are involved in the development of policies and implementation plans.		
5	Describe the training plan to match the strategy and affordable vision.		
6	The strategy, statement of intent and implementation plan are communicated throughout the PCT/practice/other care agency using the appropriate mechanism, eg team briefings etc.		
7	Evaluation methods are developed to measure effectiveness, outcomes and contribution to objectives.		

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Part 2 – Defining your initial aims and people's ideas about their contributions

Why you should use this tool

This activity focuses on what you hope to achieve and the part you need to play in the process of establishing a culture that supports self care.

What to do

Fill in the table overleaf by listing your aims for each training session and thinking about how this will subsequently help you to establish a culture that supports self care. Then go on to make a note of what you are able and willing to contribute to achieve them. Put your name on the bottom of the sheet. You will be asked to share your thoughts with the rest of the group.



You will subsequently review and add to your aims, objectives and associated contributions throughout the training sessions.

Time: about 5 minutes for this part of the task, and another 10–15 minutes to feed back your responses to the group and listen to your colleagues' thoughts.

When to use this tool

Following part 1 of this exercise.

How it works

Writing your name on the sheet means that you 'own' what is written. You will think more carefully about the content and become clearer about why you are attending the training. You will also define your role in each session and be able to see that you need to be actively involved – not just a passive observer. The lessons learned can be used in other situations.

Whom to engage

This is a useful starting point for any planning group, but particularly for those who need to define aims and objectives.

What to do next

The third part of the exercise that has been developed to refine this activity.

Aims and contributions needed to establish a culture that supports self care

Aims	
Contributions	

Name:

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Part 3 – Refining your aims into objectives and defining activities

Why you should use this tool

It shows that you are responding to the stated aims and examining how (and if) they could be met by using the contributions of the PCT/practice or other care agency team members and the facilitator.

What to do

Review your aims from the previous part of the exercise in small groups and identify an objective to fit the aims. Then ask your team members what they could contribute to help you meet your objectives.



Use the table overleaf to record the objectives and contributions. Add in any activities already planned that meet the objectives. You may need a 'miscellaneous' category for those that do not fit neatly into any one category.

You will then need to assign a priority rating to each objective from 1 to 5 (1=low and 5=high). Write these in the right-hand column of the table overleaf.

Time: group work of approximately 15 minutes, plus 15 minutes for group feedback for each part of this activity.

When to use this tool

Following part 2 of this exercise.

How it works

People can review whether their aims are reasonable or whether they are over-ambitious and unlikely to be met by the scale of the activities planned. They can recognise where their own contributions can assist with setting and meeting the aims, and where they fit in with the activities planned.

It can also be surprising for some people to discover that items they rated as important were not so to others. It emphasises the need to explore other people's views and take these into account when setting out the action plan.

What to do next

Review your objectives and priorities as you work through your strategy and action plan.

Assigning activities, categories and ratings

Objective	Contributions	Activity	Priority rating