**Opening CCCL: Progress report**

16th June 2020, version 1

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| **Work stream** | **Lead** | **Update** | **RAG** | **Actions** |
| --- | --- | --- | --- | --- |
| **CCC Liverpool** | |  |  |  |
| **Build programme**  Completion of the building | LOR/PropCare | * Building handed over – supervisors acceptance issued * Handover paperwork in process, for storage on E docs * Laing O’Rourke (LOR) remaining works underway – will retain a base on level 5 to support this * Further snags being identified & communicated to LOR, who are also responding to building teething problems as they are encountered * Modular building on site; highways and Building Control have raised no issues * Signage company partially out of furlough and signage production being pursued however progress slow and discussion therefore opened with company who came second in competitive tendering process * Vinci developing plans for post-handover minor works (quiet room/library, brachytherapy additional WC & change) * Protective Covid screens measured up; scarcity of acrylic putting pressure on lead time; bespoke permanent screens with toughened glass/wood surround frames being explored; already installed at Alder Hey * Process to manage interface with private patient unit (PPU) works in discussion, prior to work commencing | Green |  |
| **Programme structure** | Tom Pharaoh | * Revised programme structure agreed at programme board on 06/04 * Structure instituted * Named leads for the opening of CCCL for each area identified | Green |  |
| **Clinical model**  Describing the clinical model, approach to admissions and deteriorating patients | Joan Spencer/ Sheena Khanduri | * Summary of clinical model presented to Programme Board * Clinical model shared with Liverpool University Hospitals (LUHFT) * Policies for non-elective admission and deteriorating patients agreed as part of unscheduled care project | Green | * Review policies/approaches in proposed Clinical & Operational Group line with interim clinical model |
| **Communications**  Plans to communicate the above | Emer Scott | * Video tour filming has taken place. Editing it this week * Filmed first staff profile for The Guide Liverpool * Clatterbridge 2020 on handbook, intranet resources & parking at Mount Pleasant has been issued * Stakeholders updated on progress via email * Discussions with media re opening day coverage * Weekly video updates and Q&A taking place for staff * COVID bulletin twice a week, including CCC-L updates * Further work on website and intranet pages * Decision required on internal screens & signage | Green - amber | * Communicate clinical model * Further Clatterbridge 2020 briefings * Film second staff profile for The Guide Liverpool video series and start filming * Proactive PR opportunities to be prioritised – incl. jobs created & job opportunities, volunteers recruited, social value, architecture & design * Confirm funding source for CCC-L materials * Ongoing CCC-L content for intranet & website * Plans for opening day (staff & public) * Ongoing implementation of comms activity plan, including Clatterbridge 2020 briefings |
| **Operational commissioning** | |  |  |  |
| **Opening date** | Fiona Jones | * 27/28th June confirmed and communicated * Daily 4.00PM coordination meetings established from 1st June, to be attended by all relevant parties incl. LOR, ISS, Vinci etc. * Commissioning office established from 2ndJune, with permanent presence * Move plans presented by clinical department, being consolidated and wrapped within context of overall building commissioning strategy | Green |  |
| **Access control and security** | Programme team | * ISS security in place * New access system currently being built * Training received on system management * Staff records being transferred to new system * Cards/fobs on order for delivery in coming days | Green - amber | * Complete build of access system and transfer of staff records |
| **Equipment and removals** | Programme team | * Floor protection in place * Significant quantity of deliveries received * SBS based in building post completion to manage deliveries; volunteers supporting the distribution of equipment * Equipment deliveries being coordinated with IT deliveries/works, LOR snagging & ISS cleaning * Swipe passed have been issued so that Harrow Green can access all areas. * Business lounge desking confirmed compliant with social distancing * May be some waiting room furniture delivered post go live – where gaps identified furniture will be transferred from CCCW to tide us over * Linda McCartney Centre (LMC) staff revisiting equipment transfer lists – to be investigated further | Green - amber | * Harrow Green will be increasing resource W/C 15th to deal with the increase in demand |
| **Major medical equipment** | Radiation Services Directorate, PropCare | * Required for day 1 is X-ray, mobile X-ray, CT, MRI and Fluoroscopy * CT will be available * X-ray will be available * MRI provision available from day 1 for emergency / suspected metastatic spinal cord compression (MSCC) CCC inpatients only. Mitigation is access from University of Liverpool (this solution will require patient transport) * Mobile X-ray to be transferred from CCCW to CCCL same day – risk assessment deems this to be low risk * MPF apps training 6th July – Mitigation access to fluoroscopy from LUFHT. * Planning CT: emergency planning at CCCL will be undertaken using CBCT on linac * Transfer of linacs now aligned with revised opening date and confirmed with Varian * Orthovoltage installation date 13th July | Green | * Major Medical Equipment commissioning programme for day 1 now largely delivered. * Increased focus on HDR readiness and Orthovoltage installation for mid-July * Radiology confirming initial apps training for day 1 access to Fluoroscopy * Apps training dates confirmed for MRI with an element of remote apps w/c 22/06 and full apps w/c 29/06. US apps training dates remain TBC, although will be done remotely * Confirm revised plan to account for fault with PET scanner and overrun auxiliary equipment installs – not expected to impact end date |
| **Facilities management** | PropCare | * Vinci have installed Gojo dispensers on ISS’s behalf. * Kimberley Clarke installed paper towel and toilet paper dispensers * CCTV training undertaken by ISS security * Security service in place 24/7. Started from building handover on the 1st June, very positive feedback on guards. * Clinical clean continues and is still a head of programme. Started on 2nd June - floors 1 to 3 largely complete (Minor areas not completed due to conflict with other works). This is one floor ahead of ISS cleaning programme. ISS now likely not to require additional staff to complete clinical clean. * Ovens installed within kitchen areas. * Vinci have commenced planned preventative maintenance (PPMs), flushing being undertaken throughout building. * Vinci now responsible for overseeing LOR snags, ensuring issue of permits to work etc. * Number of waste bins have been “lost” due to poor security of waste compound, have now agreed alternative site with Royal * Linen service now operational with bulk of laundry now delivered to CCCL locations in readiness for the 27th June. * All recruited ISS staff have now completed induction and orientation. * Process for post agreed. | Green | * ISS contract being updated to include need for staff to deploy the link tunnel and to carry out of hours samples to pathology and whole blood from pathology, plus responsibility for stocking beverage areas * Standard operating procedure for management of post to be issued. Agreed, draft issued. * Vending machines to be installed before 27th June, previously supplier unable to confirm installation date due to staff being furloughed * New waste compound to be set-up. * Communication to be issued to CCC staff describing service provision and some staff profiles. * Water coolers ordered to be installed before 27th June. * Recruitment of final staff on-going, some posts to be deferred until HO transfer. |
| **Licences, registrations and stakeholders** | Varies with subject | * Medicines and Healthcare products Regulatory Agency (MHRA) and Home Office licences granted * Arrangement needs to be made for MHRA and Home Office personnel to attend CCC-L after opening * Commissioners submitted key lines of enquiry on 4th June in response to documents sent * Commissioner challenge session took place on 5th June – CCC team addressed vast majority of Key Lines of Enquiry in positive meeting * CQC registration paperwork submitted * Positive CQC virtual site visit took place 9th June | Green | * Respond to any further points of assurance required by commissioners and CQC following positive formal discussions |
|  |  |  |  |  |
| **Logistics and deliveries** | Finance, PropCare | * ISS have recruited receipts and distribution (R&D) staff, currently being trained in the Royal. Will initially run service with 1 member of staff with cover from 2x R&D porters. * Pharmacy deliveries – team has developed proposal * No materials management service until Specialist Trusts take over service – ordering will need to be done by Trust departmental staff * Bar coded sheets with existing stock levels to be issued by Wirral University Hospitals (WUTH) to assist in short term * Portakabin installed and IT and electric connections made. * Highways have visited site and made a couple of recommendations regarding installation of signs and barriers to show footpath closure before Portakabin. * Permission received from Highways * NHS Supply Chain site survey completed - approval for set-up of CCC as a delivery point agreed. * Meeting held with Tony Marsland and ISS to operationalise service * Material management operative recruited. | Green - amber | * Set-up office in R&D portakabin * Implement Highways recommendations regarding footpath signage and barriers. |
| **Telephony, pagers and switchboard** | Jim Dalton, Simon Turner | * Updated telephone call flow configuration complete and can be heard by calling 0151 318 8080. * Telephone number allocation has now been completed and will be published by the comms team in due course. * The list will include individual handset and department numbers, Red phone and pager numbers. * New paging numbers agreed – Emergency number will remain as ‘2222’ * The trusts pager requirements are now confirmed. * Installation of copper & fibre run for red phones and paging to be completed by 15.6.20. * Paging infrastructure at CCC-L and CCC-W installed. * Commissioning to take place following installation of copper & fibre on 15.6.20 * Up-to-date telephone directory provided to LUHFT switchboard * Call Manager upgrade in progress to facilitate extension mobility | Green - amber | * Communicate new telephone list out to Clinical Systems Team and wider organisation * Update project plan and revise approach to incorporate all switchboard functionality * Complete Paging infrastructure installation * Migration from WUTH to LUHFT * Go live |
| **Training and orientation** | Mike Varey, Steph Thomas | * CCCL orientation booking system live and excellent response * Fire safety video complete and in use * Filming of whole hospital tour video complete * Floor handbooks completed and on intranet * Floor orientation plans completed * Induction for ISS/Vinci staff took place week commencing 1/6/2020 * Orientation for orientators took place 4/6/2020 * Rota developed for staff to support orientation * Orientation for directorate move leads and others (corporate nursing etc.) 5/6/2020 * Volunteers orientation took place Saturday 6/6/2020 * Enhanced nurse and radiographer programmes took place week commencing 8/6/2020 and included Liverpool Clinical Laboratories (LCL)-delivered training * High volume general induction for all groups to be delivered from 15/6/2020 until 24/6/2020 | Green - amber | * Update plan for delivery of orientation and training * Communications to develop video for whole hospital orientation * Develop schedule for further orientation of LUHFT and ambulance service staff |
| **Workforce** |  |  |  |  |
| **Medical workforce** | Caroline Brammer, Arvind Arumainathan, Rosie Lord | * Junior doctor and registrar rotas in place until new rotation in August * Rotas went live on the Allocate E-Roster system last week | Green - amber | * Further discussions between HO and Integrated Care directorates with a view to possible joint rotas from * Further discussions with LUHFT regarding haem registrars |
| **Wider clinical workforce** | Matrons | * Teams tasked with reviewing workforce in line with likely new CCCL model * National guidance expected on nursing ratios | Green | * Workforce planning review shared at Clinical and Operational Group 6.5.20. * Action to review vacancies and pipeline offers. Vacancy reconciliation complete |
| **Car parking and travel** | PropCare; Workforce & OD | * Arriva shuttlebus service reduced to Mon to Fri, following request from CCC. Also will start service with single decker due to COVID19. Awaiting revised contract reviewed and agreed.to be issued. * Proceeding on basis of patient parking at Mount Pleasant – will need Trust staff to validate parking ticket using phone based scanner app Liverpool City Council have installed barrier system hence will be operational for 29th June. * All staff requesting a parking space will get one during COVID at Mount Pleasant. * First batch of car registration plates submitted to Liverpool CC for parking in Mount Pleasant NCP. * Process of post COVID parking and excess travel review continuing – making good progress * Submitted request to Royal for 150 departmental overnight parking & weekend parking permits for thein Royal NCP, 579 passes requested * HO current parking permits to allow parking in Royal NCP will be withdrawn post COVID, four week notice to be given. | Green - amber | * Arriva contract for patient shuttlebus being finalised to be signed. Contract now agreed. * Continue with panels to review staff excess travel and public transport/parking applications * List of 574 staff requiring overnight/weekend parking passed for the Royal NCP. Awaiting confirmation whether they will provide these spaces, originally agreed 60. Need staff car number plates for parking as NCP is to start number plate recognition before opening * Royal to issue 150 departmental permits for overnight/weekends parking in Royal NCP. * Patient validation software to be downloaded to receptionists PCs / volunteers mobile phones. Validation process to be agreed. * Remaining staff car registration plates to be forwarded to Liverpool CC to allow parking in Mount Pleasant NCP |
| **Move planning** |  |  |  |  |
| **Patient moves** | Programme team | * Positive discussions with North West Ambulance Service (NWAS) with agreement to support the inpatient move for solid tumour. * Data is being collected with regards to the number and type of patients currently within the inpatient wards to provide initial indications of the type / level of transport required. * Indicative numbers & types of patients requiring transfer provided to NWAS and commissioners. * Funding arrangements confirmed and formal written agreement of arrangements for the move weekend and the interim transfer of patients between CCCL & LUHFT obtained from NWAS. * Meetings scheduled for w/c 15 & w/c 22nd to review patient numbers and address any late changes. | Green - amber | * To continue to review and assess indicative numbers & types of patients requiring transfer in the lead up to the move date. * Preliminary patient numbers and acuity levels for w/e 5th June shared with NWAS. * Confirm and communicate the schedule for the move day. * Site visit with NWAS arranged for 18.06.20 to confirm access route (including COVID arrangements for transfer). |
| **Solid tumour inpatients** | Liz Morgan | * Agreement reached with St John’s Hospice regarding the accommodation of patients nearing end of life as the move to CCCL approaches * Move plans review ongoing, currently reviewing activities being undertaken in week -2 section * Agreement that MSCC patients can be referred into CDU as interim solution with review undertaken in 3 months once day ward H-O staff receive training, including Meditech. * Meeting held 19.05.20 to review patient pathways for planned and emergency admissions. Follow-up meeting took place 01.06.20 * TYA patients will be nursed on Level 2 until their unit opens in September 2020 * Mock patient reviews being undertake each weekend in run up to opening to identify patients move order to familiarise staff with the process and enable NWAS to transfer | Green - amber | * Confirm transport arrangements for patients moving to St John’s. * Inpatient numbers remain reduced but are increasing, estimate that current CCC-W wards could be at 85% capacity. This will continue to be monitored by matron and ward managers. * Ward stock and non-essential items have been transferred to CCC-L, staff will be scheduled to assist with unpacking and storing |
| **Haemato-oncology inpatients** | Pauline Drane | * Move date for H-O inpatients confirmed as September * IT solution nearing resolution. Staff will be able to access RLH systems using the processes established by LUHFT for home working. Printing solution is still being developed. * H-O IP move delay (beyond CCC-L opening) will result in impacts on a number of areas/teams (e.g. physio/OT area, Drs On Call room and other areas on floor 4, TYA activity * Wandsworth have redirected OT and Physio rooms Nurse Call to ward 3 and ISS security until ward 4 opens | Green - amber | * Communicate revised move date to key stakeholders. * Feedback on timescale and any potential issues recruiting additional critical care support required from LUHFT to inform HO move timescales * Discussions regarding opening of floor 4 areas in absence of HO inpatients are ongoing |
| **Day ward** | Pauline Drane | * Day ward operational policy review to reflect lift and shift of 7x and 10z day ward and chemotherapy activity underway. * Agreement reached on the interim day case clinical model. All H-O day care and chemotherapy to be delivered on Day case floor. * Solid tumour chemo & non-chemo day case procedures to be delivered on Chemo floor (for a 3 month interim period). ST transfusion to be delivered on ST inpatients wards for the first month of opening to facilitate training of H-O staff on Meditech after which ST transfusion will move to day ward. * Agreement that MSCC activity will be managed within CDU area and monitored for a 3 month period. * HDR to transfer 19.06.20 with new source delivered 24.06.20, service operational from 14.07.20 * Weekly calls established with NHS Blood and Transplant (NHSBT) Apheresis team to discuss Clinical Service Specification, operational and move planning, training and orientation of staff and ensure sign off of Clinical service level agreement and Lease * Confirmation of private patient unit move date awaited | Green - amber | * Continue with move planning and operational planning. * To take forward actions from meeting with NHSBT. Move date into CCC-L to be negotiated and agreed but is likely to be after the planned move date and in line with the move of H-O inpatients in September. * Further review of H-O day care pathways underway * Agree pathway & process for patients requiring PICC line insertion from CCCW * Meeting 16.06.20 to discuss and agree the pathway for Palliative Radiotherapy patients requiring daycase support. |
| **Chemotherapy** | Fiona Courtnell | * Move plan in place and ready for the LMC * Confirmation received that Delamere will stay at CCC-W * Site Reference Groups have requested a further review of the options available for bottle disconnects at the weekend. * Agreement that Sulby day case activity will move in the interim (3 months) to the chemotherapy floor * Solid tumour blood transfusions will be managed by Integrated Care Directorate (3 month interim) * Interim solution for bottle disconnects agreed. Patients requiring disconnection of a weekend will attend CCC-L as an interim measure. * Requirement to attend at CCC-L to test the patient pathways | Green - amber | * A discussion underway with Wirral Community Health district nursing teams and WUTH H-O service to explore a longer-term solution for bottle disconnects. * Confirmation required for leaving the IM&T Equipment in the Linda Mac * Mapping required for patient pathways to be walked through at CCC-L this has been scheduled for 18th June. |
| **Radiotherapy** | Linda Williams | * Due to phased move of Linacs minimal impact and work remains ongoing as per schedule * Teams ready to move | Green |  |
| **Imaging** | Linda Williams | * Teams ready to move | Green |  |
| **Pre-treatment** | Linda Williams | * Emergency planning at CCCL will be undertaken using CBCT on linac * Ongoing discussions on dental service specification for Royal SLA – deemed low risk to move plans | Green |  |
| **Outpatients** | Claire Bennett | * Confirmed that Telehealth clinics will continue after the move to CCC-L due to Covid -19 * Confirmation that only the north wing of outpatients will be open on day 1 * Confirmed that telephone consultations will take place on the south side of the building * Phleb clinic will provide patients with appointments for venepuncture. * Trials 595 clinic will be located in Outpatients in the interim * Issue around HO requiring 6 rooms for their clinics – audit is being completed. | Green - amber | * Audit required post move on activity impact of ‘new norm’ * Contacted IM&T regarding IT equipment in LMC * Room bookings required for staff who will use the Southside of the hospital building |
| **Aseptic pharmacy** | Jayne Kelly | * Floor 7 now taken over by Pharmacy and performance qualification (PQ) commencing * PQ is progressing slower than first anticipated * ISS staff need to be trained in the removal and fitting of regulators on gas cylinders * Abloy locking system fitted but awaiting data & electricity links to activate | Green - amber | * Aseptic pharmacy will be operational before the building opens at the end of June * In the interim aseptic pharmacy will continue to supply treatments from CCC-W |
| **PharmaC** | Burhan Zavery | * CPL commissioning programme is 2 weeks * Confirmation of the delivery date of 18th June for delivery of the gas cylinder store to be provided by Air Liquide for. Confirmed that Air Liquide will take 1 day to install the gas store * PharmaC Dispensary (Floor 07) is required to be ready and open prior to the first inpatients being moved or admitted into CCC-L (either via wards or CDU). ISS staff need to be trained in the transportation of medicines * Privacy Screening for PharmaC Floor 07 is required (this is a risk to future inspections) * CCC Branding required on PharmaC Counter on Floor M1 * PharmaC will have two teams on the weekend of the move. Team 1 will be in CCC-W and Team 2 will be based in CCC-L. * Unable to stock wards until the Abloy locking system is activated. | Green - amber | * Refrigerators to be set up and monitored for 48 hours before PharmaC staff can begin to stock * Medical Gas Store and Gas Cylinder supply - work around solution is being proposed * Work around: use of the manifold room and CPL have ordered trolleys for storage and movement of gas cylinders |
| **Main entrance** | Richard Lacey | * Reception desk to be staffed * Transport lounge to be staffed * Cancer information centre and charity to move in for day one * Education rooms to be used for education and training and used for orientation * Meeting rooms on North side to be used as PMO/Propcare base | Green | * Continue work on Changing places SOP * Clarification of kiosks within main entrance with date change and required training * Review Oasis rooms opening in regards to date change * Find when shelving for CIC will be delivered * Review social distancing and how to work within all areas of the Main entrance |
| **Digital Services** | |  |  |  |
| **Haemato-Oncology (H-O) On-Boarding**  **Option 2**  H-O to retain access to current systems/processes | Greg O’Mara | * Regular meetings scheduled to finalise ‘lift and shift’ plans for Daycase/OP with a rapid on-boarding onto MEDITECH following Safe Day One * Planning in progress - Daycase/OP MEDITECH on-boarding due for completion 27.7.20 * Planned work for H-O IP stood down following decision for them to remain in LUHFT building temporarily. * Interim measures required for OP and Day Case to enable them to access CCC services nearing completion. | Green - amber | * Complete review of clinical processes to ensure standardisation across HO and solid tumour. * Complete agreement of interim measures for H-O access to current CCC services (Imaging, PICC lines, Labs etc.) |
| **Multi-Disciplinary Team (MDT) Provision**  The provision of MDTs at CCC-L and the development of an agile solution to support remote working | James Crowther /  Jim Dalton | * Phased approach to optimising regional MDT solution in progress * CCC leading Technical appraisal of MDT across Cheshire and Merseyside * Transfer of existing Polycom unit from CCC-W and installation of new Polycom unit scheduled w/c 15.6.20 | Green |  |
| **LUHFT Integration**  To ensure interoperability plans for clinical data sharing are in place for Safe Day 1 | Bev Talbott / Jim Dalton | * Liaising with LUHFT technical team to provide LUHFT system access for H-O staff. * Short term data sharing process agreed and signed off technically and clinically. CCC technical work complete for the implementation of MEDITECH Mobile Rounding. System demonstration to LUHFT IT Team 11.6.20. Implementation pending further technical configuration from LUHFT. | Amber | * Completion of connectivity testing and printing configuration for H-O Phase 1. * Escalation of outstanding technical configuration with LUHFT for MEDITECH Mobile Rounding system. |
| **MEDITECH Clinic Configuration**  MEDITECH configuration for CCC-L clinic locations | Bev Talbott | * MEDITECH clinic/ward build on track for CCC-L opening * Outstanding Decisions:   + Requirement to schedule Day Case activity on OP floor to support Solid Tumour ‘Sulby’ activity   + Requirement to schedule Day Case activity on Delamere (CCC-W) until CCC-L Day Case floor available | Green | * Obtain agreement and decision on Day Case activity |
| **Switchboard & Pager Transition**  Transition from WUTH switchboard and paging service to LUHFT | Simon Turner / Jim Dalton | * See update under ‘Commissioning the Building’ (Telephony) | Green - amber |  |
| **New Hospital Network Links**  The provision of IT connectivity to the New Hospital | Jim Dalton | * Purchase Order sign off complete for secondary Wide Area Network (WAN) (Backup) circuit civil works to enable Openreach to commence repair work to collapsed ducting. Work commenced, expected completion w/c 15.6.20 * Connectivity to the hospital is still available via the primary WAN circuit, but there is no resilience or diversity. This is on the risk register but is not a ‘showstopper’ | Green | Completion of repair for collapsed ducting and cable installation by 15.6.20. |
| **New Hospital Network Infrastructure**  To manage the new build IT infrastructure to provision connectivity and IT network equipment | Jim Dalton | * 130 Wi-Fi Access Points installed at CCC-L. * Physical survey completed * Further optimisation of Wi-Fi to be scheduled following building handover – 50 additional Wi-Fi Access Points delivered to CCC-L. | Green |  |
| **NEW - Modular Building Network & Equipment**  The provision of IT connectivity and equipment to a new modular building to support receipt and distribution of goods | James Crowther/ Jim Dalton | * Power and fibre installed ready for connection to building. IT kit installation to commence. | Green |  |
| **Desktop Relocation / New Equipment**  To ensure all departments and staff have the required IT equipment to perform their roles in CCC-L | Dave Croft | * Installation of new kit is currently ahead of plan. Working through snag list with building and estates partners. | Green | * Snag list resolutions |
| **LCL - Lab Integration**  Implementation of a clinically robust, safe process for ordering and resulting laboratories specimens | Pauline Vickers | * See update under ‘Royal Liverpool Hospital’ (Labs) | Green |  |
| **LCL - ICNet**  Implementation of ICNET clinical, infection surveillance platform | Esther Willis | * See update under ‘Royal Liverpool Hospital’ (Labs) | Green |  |
| **LCL - Blood360**  Implementation of a blood management and tracking system | Esther Willis | * See update under ‘Royal Liverpool Hospital’ (Labs) | Green - amber |  |
| **Meds Op - SD1 New Build Configuration**  Implementation of full support for medicine flows in MEDITECH to support SD1 (stock management, ward configuration, BCP) | Nick Armitage | * Work on track for completion in time for CCC-L opening | Green |  |
| **Meds Op - TCC Manufacturing Configuration**  Implementation of all manufacturing capability (HO commercial and clinical trials) | Nick Armitage | * Work on track for completion in time for CCC-L opening | Green |  |
| **NEW - Diagnostic Imaging**  To support the implementation of Diagnostic Imaging provision in CCC-L | James Crowther | * Work plan on track to support third party contractors with installation of hardware | Green |  |
| **NEW - Physics & Radiotherapy**  To support the implementation of Physics and Radiotherapy equipment in CCC-L | James Crowther | * Work in progress to assign technical resource as required - no further outstanding actions identified * On track for CCC-L opening | Green |  |
| **Agile Working – Virtual Desktop Infrastructure (VDI) / Tap & Go**  To implement a desktop virtualisation solution with fast user switching | Jim Dalton | * VDI rollout in progress. * Installation of additional server hardware complete * Staff registration and associated communications in progress | Green | * Testing with staff to commence in CCC-L |
| **Medicines Optimisation - Outpatient Prescribing**  Completion of outpatient ePrescribing for CCC-W solid tumours prior to move to CCCL | Nick Armitage | * New processes widely adopted * Ad-hoc training and support in progress | Green |  |
| **Agile Working - WebEx**  To facilitate agile working including a WebEx video conference solution for corporate meeting rooms | Mark Evans | * WebEx hardware delivered to CCC-W * Installation scheduled for w/c 15.6.20 * Requirement to commission board room equipment in preparation for Trust Board 24.6.20 | Green | * TV brackets review by Shared Business Services (SBS). Including Boardroom |
| **Patient Education & Experience**  Implementation of TV entertainment and educational information. | Kirsteen Scowcroft | * Installation to commence 15.6.20 | Green |  |
| **Corporate Meeting Room Booking**  SharePoint room booking solution for all CCC-W and CCC-L corporate meeting rooms | Mark Evans | * Final configuration and testing in progress - expected completion w/c 15.6.20 | Green - amber |  |
| **E-Consent - Haemato-Oncology (HO)**  Implementation of electronic consent solution | Jen Bradshaw | * Requirement to implement H-O e-consent for Safe Day One no longer required * Technical go live complete in preparation for Breast SRG pilot * UAT testing in progress - several issue identified - fix in progress * Awaiting Breast SRG sign-off | Green |  |
| **NEW - Perfect Ward**  Implementation of a the Perfect Ward health and quality inspection tool | Kirsteen Scowcroft | * System live - 26.05.20 * Standard Operating Procedure (SOP) completed * Additional devices configured and ready to roll out * Further work scheduled to integrate reports | Green |  |
| **NEW - Virtual Smartcards**  Implementation of Virtual Smartcards to support remote working | James Crowther | * Not required for Safe Day One. Mitigation in place for staff to access ESR from Desktop PCs in CCC-L | Green |  |
| **NEW - Text Message Reminders**  To provide a system that will enable effective and timely communications with patients | Mark Evans | * Not required for Safe Day One * System configuration in progress - template sign-off complete * Integration and appointment mapping in progress * Scheduled go live 27.6.20 | Green |  |
| **NEW - Attend Anywhere Video Consultations**  Implement regional Attend Anywhere solution to support video consultation provision | Jeni Bradshaw | * Rapid rollout in progress - 70 clinical staff trained * Further work required to optimise process for patients to access virtual consultation rooms * Action plan to move forward with new patients from 29.6.20. Process change underway with Admin Services * Communications to Consultants led by CCIO | Green |  |
| **Self-Check-In Kiosks**  To implement self-check in and patient calling software and hardware at CCC-W and CCC-L | Jeni Bradshaw | * Not Required for Safe Day One * System upgrade complete * Kit installation scheduled for 15-16.6.20 * Interim plan agreed with Administration Services to provide additional reception cover until hardware/system implementation is complete | Green |  |
| **Corporate and support services** | |  |  |  |
| **Admin services** | Sue Fox/Lynne Benson | * Plans in place. No identified issues at this time following change to date. This includes moving appointments on Meditech and issuing letters. * Teams ready to move | Green |  |
| **Health and Safety** | Derry Sinclair | * Fire safety video completed and in use * Team ready for move and clear on actions required e.g. environmental audits required, * Evacuation mats have been delivered | Green | * Continue building review and complete environmental audits. This work will continue to move date as areas are fitted out and deep cleaned. |
| **Research and Innovation** | Emma Whitby | * Freezers and other kit confirmed with delivery dates in place * Team ready to move | Green |  |
| **Volunteers** | Jackie Rooney | * 51 volunteers inducted and orientated to CCC-L on Saturday 6th June * Agreed sign in book can be based on Main Reception * Volunteers in place working to support opening of new build. | Green |  |
| **Royal Liverpool Hospital** | |  |  |  |
| **Transfers to and from Royal** | Joan Spencer | * Design for walkway agreed by both Trusts. Internal works to Royal Liverpool University Hospital (RLUH) site commenced w/c 18.05.20 * If covered walkway is not in place for opening the transfers to RLUH will need to be through ambulance transfer or trolley push * Possible ambulance transfer included in positive discussions with NWAS * Transfer from RLUH to CCCL likely to be more frequent therefore discussions underway with LUHFT to identify solution * Working group established to continue to develop a transfer SOP between CCC-L & LUHFT. * Draft SOP developed to include short & medium term transfer solutions and circulated to CCC / LUHFT colleagues for consultation. * “Walk through” of the transfer route between LUHFT A&E / Acute Medical Unit to Clinical Decisions Unit in CCCL and the route from Critical Care completed. * Separate transfer SOP developed for Liverpool Dental Hospital. To be referenced in overarching SOP. * Clarification received from NWAS on the transport / type of transfer required and referenced in draft SOP. * Guidance regarding Infection Prevention and Control / COVID status added to SOP. * SOP discussed at CCC-L programme board (08.06.20) and noted at Clinical and Operational Group (10.06.20). | Green - amber | * To collate feedback from CCC & LUHFT colleagues to finalise SOP for sign off across both organisations * Pathway for patients attending LUHFT AED and who require transfer to CCC-L to be drafted and added to SOP. * Confirm the transfer checklist & documentation to be used. * To obtain final review from LUHFT AED / AMU colleagues and sign-off final SOP at CCC-L programme board on 22.06.20. |
| **Services required from Royal** | Tom Pharaoh | * Detailed work to-date to develop SLA with LUHFT * Financial negotiations underway * Revised list of services required reviewed by Programme Board and sent to LUHFT with supporting documentation * LUHFT response received – largely positive that services will be in place – CCC response drafted in light of revised move date position * List of names of LUHFT staff seeking building orientation received * Orientation of LUHFT staff commenced 12/06 * Standard operating procedure (SOP) development progressing well | Green - amber | * Ongoing twice-weekly calls with LUHFT team * Development of detailed SOPs outlining how the trusts and services will work together * Include LUHFT staff in orientation programme |
| **Labs** | Mel Warwick | * Agreement from LUHFT to deliver Transfusion training for priority staff prior to move. Staff numbers for training sent to LUHFT. Escalated to LUHFT 21.05.20 to ensure this is given priority. * Internal training on the new blood transfusion process commenced with Solid Tumour staff. * Standard Operating Procedures (SOPs) for ICNET Infection Prevention and Control (IPC) system & Blood 360 transfusion system agreed and signed off at Clinical and Operational Group (COG). * Point of Care Testing (POCT) equipment received by Liverpool Clinical Laboratories (LCL) including creatinine & Ketone monitors. * Confirmation received from Cravens Funeral Directors to transport deceased patients from CCC-L to RLUH Mortuary from 16.05.20. Service specification drafted and approved by Cravens. Mitigation now in place to address mortuary capacity. * Lab build ready and communications sent to CCC staff regarding system changes - new LCL order catalogue build in MEDITECH LIVE to commence on 15.6.20 * ICNET – training completed. Technical go live scheduled for Thursday 25th June. Pre-go-live meeting scheduled with Baxter 17.6.20 * Successful recruitment of associate BMS posts for NPP facility in CCC-L. * Agreement for LUHFT to recruit Transfusion Practitioner to support CCC-L as per Clinical Service Specification. Recruitment process underway. Blood Transfusion policy revised to align with LUHFT and is awaiting clinical sign off. * Agreement reached on the interim location of Blood Transfusion delivery for both H-O (Day case unit) and Solid Tumour (oncology inpatient wards). * Trust-wide communication circulated 30.04.20 to staff regarding the changes to the requesting of laboratory tests and processes across CCCL & CCCW * Process for transportation of samples between CCCL & LCL developed and circulated to staff for consultation. * Mortuary access training for ISS staff 25.05.20. * Update on changes to laboratory processes (Transportation of samples, mortuary, use of the Pneumatic tube) to be included in staff Training & Orientation sessions. * Near Patient Processing facility will not be operational for day 1 due to delays in the delivery of equipment to LCL. Mitigation plan in place for transfer and processing of samples directly through LCL from day 1. * Transfusion training commenced w/c 08.06.20 – delivered by LUHFT transfusion practitioner. * Standard Operating Procedure for transportation of samples to LCL approved at Clinical and Operational Group 10.06.20. * Standard Operating Procedure for transportation of deceased patients to Mortuary approved at Clinical and Operational Group 10.06.20. | Green - amber | * Finance to agree contract terms / conditions and costs with Cravens Funeral directors to provide the transport for deceased patients to LUHFT Mortuary. * Complete and submit MHRA Blood facility declaration form. * Installation of ABG Machine & POCT devices agreed with LCL for 19.06.20. * Testing of the process for the transfer of samples from CCC-L to LCL arranged for 18.06.20 to include colleagues from LUHFT & ISS * To schedule daily pre & post move review calls with LCL to address any outstanding issues as they arise. |
| **Infection control** | Karen Kay,  Mel Warwick | * Microbiology analytical service will be provided by LCL for CCC-L & CCC-W sites as planned. * 2nd Handover meeting completed on 30.04.20 with CCC, WUTH & LCL representation. Key actions agreed and a further meeting will be arranged for 21st May. * Only the core elements of the agreed IPC clinical service specification will be provided from day 1 for an interim period of 2-3 months due to COVID pressures. * Recruitment process for Microbiology Consultant & Infectious Diseases doctor post to support CCC-L continues. * Interim IPC Consultant support (Dr Paul Shears) identified by WUTH to support the transition between WUTH & LCL IPC teams. * Plan agreed for IPC overview for the commissioning of specific areas within CCC-L – collaborative approach between LCL & WUTH clinical teams. * CCC IPC policies are currently under review to align these with LUHFT / LCL policies. * IPC commissioning / extra-ordinary Water safety meeting held on 21.05.20. * Review of Microbiology consumables underway with new MRSA swabs / wound swabs ordered. * Agreement for LCL to provide sepsis packs with appropriate blood culture bottles. | Green - amber | * To continue with the actions agreed as per IPC handover meetings. * Continue to liaise and support LCL with recruitment of the Consultant Microbiology post and the collaborative working required with the new H-O Infectious Disease doctor post. * To confirm route & model of care for COVID patients attending CCC-L |
| **Other service level agreements** | |  |  |  |
| **SLA for mental health service** | Tabetha Darmon | * Meeting moved to 22nd June therefore email issued 11.06 to confirm they can support from 27th and CCC Team advised to consider mitigation plans if SLA not in place by 27th | Green | * Await draft SLA from Merseycare |
| **CCC Wirral** |  |  |  |  |
| **Clinical model**  Services remaining at CCCW | Joan Spencer/ Sheena Khanduri | * Teams have identified what remaining at Wirral and this is reflected in the Site Handbook. Project to redesign the site will commence after CCC-L has opened. * Change of move date communicated to WUTH Execs * Final version of Handbook presented at Programme Board and signed off | Green | * Liaise with comms team for publication of CCCW handbook. |
| **CCCW beds**  Nature of beds on CCCW site and any services required from CCC to support them | Joan Spencer | * Recent discussions with WUTH have indicated that CCCW inpatients beds may not be required as bed occupancy remains low. * Further discussions planned with Wirral Community Health (WCH) regarding the possible use of inpatient beds for patients requiring intermediate care. * Question raised whether CCC would be required to provide services (e.g. imaging) to any WCH beds * Estate changes and service/staff moves may be necessary depending on WCH intentions | Green | * Finalise plan for potential inpatient bed usage by WCH |
| **Escalation of care**  Escalation on CCCW site post move | Working group | * Original proposal for the CCCW “response team” reviewed and revised based on the planned workforce availability – this now includes Consultant of the Day & junior medical trainee cover alongside on-treatent radiographer & advanced nurse practitioner (ANP) input. * Advanced life support cover provided by medical trainee and some ANPs on rota. * Proposal agreed at clinical and operational group on 22.04.20 and at CCCL Programme board 27.04.20 * Escalation model added to CCCW handbook for completeness * Escalation policy updated to reflect CCCW model. * Escalation policy for CCCL & CCCW reviewed and addendum added to reflect interim LUHFT support during COVID response. * Draft CCCW response team rota developed and circulated for review. * Meeting held 04.06.20 with CCCW teams to discuss communication of response team model. | Green | * Management of CCCW response team rota to be agreed and included in Site Management policy. * Finalise CCCW response team rota to commence 27th June. |