

Migration planning underway

High level migration planning is underway for the move to Wairarapa Hospital in March next year.

Peter Clayton, Karen Osborne and Ilana Burt have almost finished presenting the Migration Overview to User Groups, and will also present it to the Board next week.

This Overview was the first of seven sessions being presented at the Project Co-ordination Group meetings on Tuesdays from 10 to 11am. The PCG meetings are attended by User Group Leaders, Unit and Project Managers, and others closely involved like IT and Communications.

Over the last few weeks there have also been sessions on Practical Completion from Derek Reelick, and Communications from Jill Stringer.

The information from each of these sessions is being sent out to fill special Migration Folders, and every Unit manager, User Group Leader and SMT member will have one for you to look at.

Next Tuesday (Nov 22) Peter Clayton and Eric Sinclair will give an update on PABX/ Facilities/ Pagers. On Tuesday 29 November, Anne McLean will cover the Operational Management and HR aspects of migration; December 6 Gary Ireland will present the IT migration plan; and on December 13 Peter Clayton will go over the issues around movers, and satellite group consolidation.

Please contact Jill Stringer or Ilana Burt if you are having any difficulty accessing information from any of these sessions.

Migration overview

Migration is much more than just shifting objects and bodies from one building to another.

We have to plan it very carefully. The key issues are safety, efficiency, and correct sequencing.

So what will we be moving? In each department or area we will move (in this order):

1 Portable equipment - transported then set up to operate in the new location. Large fixed items will already be in place, commissioned and training carried out where applicable.

2 Furniture and fittings (no old junk allowed!). New items already in place and checked for correct operation/location/quantity. This includes stores and consumable items.



Ilana Burt with the box of Migration Folders, ready for distribution around the organisation

- 3 Files, documents, records.
- 4 Staff for the department
- 5 Patients
- 6 Lastly, we will need to move the public access from Masterton Hospital entry areas to Wairarapa Hospital front entry.

Basic principles

Once we begin the migration process, it is important that we have a fully functioning Wairarapa Hospital from the start.

This means we will move all acute care services over one night, ready to accept acute / emergency admissions into Wairarapa Hospital from the following morning.

There will be minimal shut-down of elective services during the migration.

The Unit Managers and their User Groups will lead Migration in each area.

Coordination will be achieved using the existing Project structure - that means through the current Project Co-ordination meetings, and Project Control Group.

Each Operational Unit will have their own functional plan as part of the overall Migration Plan.

There will be activities to support staff, aid early problem recognition and resolution, and build confidence-building.

Overview of Migration activity

Below is a table of the planned activity over the next few months.

Please note: THESE DATES MAY CHANGE.

This is just to give you an idea of the high level planning going on.

More detailed planning won't be finalised until next year.

Please contact Ilana Burt on x 5897 or Jill Stringer on x 5840 with items, queries etc

Nov 1 Tuesdays Nov 1: Nov 8: Nov 15: Nov 22: Nov 29: Nov 13/14	Migration planning folders Project Coordination meeting weekly Tuesdays 1011am - Overview of migration (Peter Clayton) - Practical completion (Derek Reelick) - Communications (Jill Stringer) - Facilities/PABX/pagers (Peter, Eric) - Operational mgmt; HR (Anne Mclean) Wairarapa Hospital exhibition stand at Home Show External signage- 'Wairarapa Hospital opening 2006' Review all hospital forms for 'Wairarapa Hospital' Presentations to Community Groups about Wairarapa Hospital
Dec 1 Dec 2 Dec 6: Dec 13 Dec 14/15 Dec 20 Dec 20	Leadership workshop Hospital Christmas party Project coordination meeting weekly Migration planning - IT (Gary Ireland) - Movers, satellite group (Peter Clayton) Unit Manager Workshop-Hospital design principles Last Christmas Carols at Masterton Hospital Finalise dates for open days and migration Patient Information project (review of all patient brochures)
January	UG & PCG meetings weekly from 24 January Open Days and Official Opening Plans completed Satellite group phased consolidation plan completed Bulk O2 tank installed
February	InSite published weekly Volunteer recruitment and coordination "Mock" moves for areas where required to aid planning. Detailed migration plans completed UMs roster for leave over school holidays (last 2 weeks of April) Ambulance ramps installed
March 1 March 6 March 6/24 March 13-24 March 25 March 26 March 27 March 27-31	No Fluoroscopy for 2 weeks Migration Communications Centre plan complete Various functions organized by User Groups e.g. parties, blessings Project Coordination meeting and InSite twice weekly Install CSSD equipment, new pager system, PABX, PACS server Relocate file shelves to Patient Records Department, Sanitisers to OPD, Fume cupboard to Pharmacy, install imaging equipment, patient monitors, curtains, Body fridge, all new bedside lockers Dawn blessing, Open day for staff and families, relocate Operating table to Theatre 3 Public Open Day Major hospital clean No Outpatient clinics, no elective surgery, migration of services, Communications Centre, Daily debriefing, Daily 'Move' bulletin on bright orange paper- information, alerts, resolutions etc
April/May	Satellite Group movement to new (temporary) consolidated location/s Blessing/farewell/lockdown - old buildings Final User Group meetings, Project Coordination meetings, InSite
May 3	Official opening of Wairarapa Hospital Repeat OCI
June	Final Leadership workshop Articles in magazines re: Wairarapa Hospital