Work Plans

Meeting our Mission One Day at a Time

By: Theresa R. Wilson, RN BSN
Pitt County Health Department
What is the most important piece of a puzzle?
Where to start......Your mission

The Mission of Pitt County Health Department

The mission of Public Health in Pitt County is to protect, promote, and assure the health of all people in Pitt County.
Types of Plans

- Strategic plan
- Operating plan
- Individual work plan
Strategic Plan

What it is:

- A document used to set priorities for the organization
- Ensures that the organization and stakeholders are working toward common goals
- Actions needed to achieve these goals
- Usually 3-5 years with annual reviews.
2011 – 2012 Strategic Priorities
The following goals have been identified as key priorities for Pitt County Health Department.

Goal 1: By October 2011, identify the core services the Health Department should provide to the community.

Strategies:
- Conduct a comprehensive health assessment to obtain a thorough knowledge of the health needs/interests of the population
- Conduct comprehensive review of existing Health Department services utilizing the decision making criteria previously developed
- Create opportunities to engage staff and other stakeholders including decision makers and citizens in discussions
- Present findings and recommendations regarding core services to the Board of Health
- Identify stakeholders and communicate decisions

Responsible: Management Team and Supervisors
Parties
Collaborators: Pitt County Health Department Staff, community members, Board of Health, county commissioners, Pitt Partners for Health, Pitt County Memorial Hospital
Operational Plan

What it is:

• A statement of goals for the department or program
• A translation to specific strategies
• The “what, how, who and when” of the goals
• An assessment of resources that will be needed
• Includes measures and expected outcomes
• Annual document

Don’t forget your BUDGET!
Sample Operational Plan

Individual work plan

What it is:

- Usable
- More detailed than a strategic plan
- Designates time frames
- Usually one year at a time
- Individualized to your work or program
- Helps in deciding priorities and making plans for your program
Individual work plan

What it is not:

• Just a requirement for your performance evaluation
• Set in stone
• Complicated

Make your individual work plan work for YOU.
# SAMPLE

## WORKPLAN TIME LINE 2013-2014

**QI Coordinator**  
Personal Health Administrative Supervisor  
Theresa R. Wilson, RN, BSN

<table>
<thead>
<tr>
<th>MONTH</th>
<th>ACTIVITIES</th>
<th>OUTCOME</th>
</tr>
</thead>
</table>
| July  | Close out FY 2012-2013 data collection activities  
Open FY 2013-2014 data collection activities  
PEP plans for 2013-2014  
Final Pepi’s for employees  
Complete at least 3 hours of continuing education  
Look at show rates for FP and B-60 using PDSA  
Work approximately 8 hours in clinic a month  
Conduct survey for Program Review  
Meet with IPPA staff  
**Policies due for review: Health Promotion, Personal Health, Child Health, Immunizations, HIV**  
Begin HIS Live Production  
Lead Lab QI Project-Launch date 7/11/13  
Lead QI Tool Project  
Provide monitoring for 340b pharmacy compliance  
Lead ICD-10 Implementation Team throughout the year  
Finalize Smoking Cessation 5A’s policy with SH | Done first week of July  
Done first week of July  
Done August 2013  
Done 7/15/13  
3.6 hours  
Done first week in July  
2 ½ days  
Done 7/29/13 See meeting minutes  
HP by SH, CH done 7/30/13, HIV 7/30/13, Imm 8/26/13  
Met with DH, JR and Dr. M re: idea for training  
Meeting #2 8/16/13  
Drafted Pharmacy policy 7/23/13  
Met 7/1/13  
Drafted |
| August | Complete a minimum of 3 hours of continuing education  
Update Student Nurse Orientation Checklists/Prepare for Community Health Nursing Students  
Meet with Triple P Staff  
**Policies due for review: Emergency P&P, Prenatal, Autoclave**  
Work approximately 8 hours a month in clinic  
Attend State Immunization Conference  
Conduct chart audits for new employees and report to supervisors | Done 8/26/13 Made individual packets  
Organized EH visit 9/13  
Attended training 8/12/13  
PN sch 9/19/13, Emerg-2 ½  
Done 7/31/13 to 8/2/13 |
# Sample Individual Workplan

Adapted from Vidant Medical Group- Health Access Work Plan

## Terri Wilson Workplan - Personal Health Administrative Nursing Supervisor

### 2014-2015

<table>
<thead>
<tr>
<th>Program Management</th>
<th>Start</th>
<th>Target</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget for CH, FP, MH, CD, TB, STD, IMM, BCCCP</td>
<td>January</td>
<td>February</td>
<td>trw</td>
</tr>
<tr>
<td>Manage AA for CH, FP, MH, CD, TB, STD, IMM, BCCCP</td>
<td>February</td>
<td>March</td>
<td>trw</td>
</tr>
<tr>
<td>Webinar updates for CH, MH, FP and BCCCP</td>
<td>February</td>
<td>April</td>
<td>trw and pc</td>
</tr>
<tr>
<td>Organize P&amp;P annual reviews for 15 programs</td>
<td>July</td>
<td>June</td>
<td>trw</td>
</tr>
<tr>
<td>P&amp;P-lead reviews for 15 programs</td>
<td>ongoing</td>
<td>ongoing</td>
<td>trw</td>
</tr>
<tr>
<td>P &amp; P make revisions, send for review, publish for 15 programs</td>
<td>ongoing</td>
<td>ongoing</td>
<td>trw</td>
</tr>
<tr>
<td>Convert all nursing standing orders to NC BON format</td>
<td>July</td>
<td>June</td>
<td>trw</td>
</tr>
</tbody>
</table>

*Note: The table entries indicate progress as follows:
- Green: In progress
- Red: Completed
- Yellow: In progress with progress details accessible.*
Things to include in your plan

• Timeline (day, month, season)
• Routine and Special Activities
• Outcomes
• Standing meetings and councils
• Short term goals
• Long term goals
• Anything that helps to keep you on track
WOW, look how far you’ve come!

• Use your work plan to track your accomplishments.
• Use your work plan to see where you want to go next year and the year after that.
• Use your work plan to see what you want to improve.
• Use your plan to track non-value added activities.
Use plans to study operations and strategies

• SWOT Analysis
• Strengths
• Weaknesses
• Opportunities
• Threats
Sample SWOT Analysis

S. W. O. T. Analysis

Strengths (Internal):

Weaknesses (Internal):

Opportunities (External):

Threats (External):
References


• Operational Plan, RMIT University Melbourne, Victoria, Australia https://www.dlsweb.rmit.edu.au/toolbox/leadership/toolbox/op/op_c03.html

• Individual work plan sample-Adapted from Vidant Medical Group-Health Access Work Plan