

ACTION PLAN

Service Name: Cygnnet Hospital Sheffield

Action Plan effective from: January 2022

Key area(s) for improvement (delete as applicable)	Improvement action(s)	Action owner / lead	Date to be completed by	Progress / evaluation of outcome(s)
1. Identify any area that can be used for a relaxation room	<ul style="list-style-type: none"> To create a more therapeutic environment for staff to take time out and have breaks in. 	TG	01.08.2022	<ul style="list-style-type: none"> Old search room identified as a 'zen' room Shaun Carr (Property Director) attended site 01.03.22 to review existing rooms and facilities Awaiting plan.
2. Identify what improvements are wanted in each staff room	<ul style="list-style-type: none"> To create a staff rooms that are co-produced with staff To upgrade existing facilities To identify primary use for staff rooms e.g. therapeutic or functional (dinning) 	TG	01.08.2022	<ul style="list-style-type: none"> SRG held on the 23.03.22 Wish list completed and shared with RFM 24.03.22 Shaun Carr (Property Director) attended site 01.03.22 to review existing rooms and facilities

Cygnets Healthcare Staff Retention Plan

<p>3. Identify from the current support workers areas of 'well-being' that can be targeted</p>	<ul style="list-style-type: none"> To identify areas of wellbeing that can be targeted to support staff with their own mental health. 	<p>TG</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> Wellbeing day to be arranged by Kerry Matthew TBA Staff welfare initiatives have been launched that are led by the Lead CAMHS Psychologist Dr Seb Thompson: <ol style="list-style-type: none"> I. Trim (Trauma risk management): This is a peer support system to help our staff who have experienced a traumatic or potentially traumatic event in the workplace. Staff are offered an initial Trim assessment and follow up sessions which monitor how staff are responding to traumatic events. II. StRaW (Sustaining resilience at work): This is another peer support system that complements TRIM. It is designed to help detect and prevent occupational mental health issues and boost psychological resilience. III. Support from psychology team: There is also an informal staff support system
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Cygnnet Healthcare Staff Retention Plan

				<p>that is offered by the psychology team at Cygnnet Hospital Sheffield. At the morning Sitrep any staff involved in difficult incidents on the ward or who might require additional support are identified and their names passed on to the head of psychology. The head of psychology then organises informal support to take place.</p> <p>IV. Staff Well-being days: Monthly well-being days organised by psychology / occupational therapy / social care department. These are full days that will be themed around the needs of the unit at the time. The next one in April is themed around stress awareness given it is stress awareness month and is comprised of resilience training and guided self-care activities.</p> <p>V. Reflective Practice: Occurs on all 4 wards facilitated by the psychology team. These are facilitated weekly ad are</p>
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Cygnnet Healthcare Staff Retention Plan

				<p>well integrated on each of the wards.</p> <p>VI. EAP: There is also the employee assist programme available including counselling available through Simply Health.</p>
4. Identify team building days and activities for each ward	<ul style="list-style-type: none"> To improve team cohesion and team work. To increase team spirit and sense of belonging to each ward 	TG	01.09.2022	<ul style="list-style-type: none"> Spencer arranged for April 2022 CAMHS wards TBA
5. To complete all retention and exit interviews	<ul style="list-style-type: none"> Ward managers to complete retention interviews HR to complete exit interviews 	TG	Ongoing	<ul style="list-style-type: none"> Discussed with all ward managers Jan 22 Discussed with HR to complete exit interviews Mar 22 (to work alongside survey monkey exit interviews)
6. To complete quarterly retention reviews	<ul style="list-style-type: none"> Every quarter pull a report which includes an employee's length of service to make more targeted interventions e.g. stayed for 4 weeks or less, the role was unsuitable for them. 	TG	Ongoing	<ul style="list-style-type: none"> Q1 due April 22
7. Monthly reports split between departments e.g. education, unicorn, OT to enable themes and trends to be identified.	<ul style="list-style-type: none"> HR to pull reports TG and HR to complete reports with narrative and identify themes and trends. Action plans then to be developed 	TG	Ongoing	<ul style="list-style-type: none"> To be incorporated in April 22 HR review. Discussed with HR BP 30.03.22

Cygnnet Healthcare Staff Retention Plan

<p>8. Ensure the recruitment and retention plans are communicated to the wards and actively involve/engage existing staff</p>	<ul style="list-style-type: none"> • SRG group to communicate with staff following any actions • Continue to involve the existing staff in recruitment drives and interviewing 	<p>TG</p>	<p>Ongoing</p>	<ul style="list-style-type: none"> • Senior Support workers actively involved in recruitment from all wards – invited to attend Tuesday interview days and open days • SRG to ward communication fed back to SRG lead 31.03.22 • Existing staff attended Sheffield Steelers corporate event to promote the role of the support workers.
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