Local Action Plan for responding to CRANE 2024 Annual Report recommendations

The Cleft Service should complete the following details to allow for ease of review:	
Audit Title & Aim:	The Cleft Registry and Audit NEtwork (CRANE) Database. Evaluates and reports on the delivery of cleft services to children in England, Wales, Northern Ireland and Scotland with cleft lip and/or palate.
Cleft Service / Team:	
Audit Lead:	
Action Plan Lead:	

When making your action plan, make sure to keep the objectives SMART – **S**pecific, **M**easurable, **A**ssignable, **R**ealistic, **T**ime-related.

Note: Data relating to each recommendation listed below can be found in the **'CRANE 2024 Annual Report'** here:

https://www.crane-database.org.uk/reports/crane-database-2024-annual-report/

Key 1 (for the action status)
1: Awaiting plan of action
2: Action in progress
3: Action fully implemented
4: No plan to action recommendations (state reasons)
5: Other (provide information)

Key 2 (for the action priority)
HIGH: Requires urgent action, and local audit
MEDIUM: Requires prompt action, and consider local audit
LOW: Requires no immediate action or local audit

Example __Data Completeness__ Local Action Plan (Repeat for each area of data completeness to be improved)	Actions	Action activities			
		Responsible individual(s)	Agreed deadline	Status *(see Key 1)*	Priority *(see Key 2)*
State relevant section of Annual Report and view CRANE recommendation	<Write relevant section here e.g. Consent>				
What is the current benchmark for data completeness for this section?	<Report benchmark here e.g. 100%>				
Report the percentage of data completeness achieved within your cleft service for this section.	<Report percentage achieved here e.g. 82%>				
List suggested actions to improve data completeness for this section. This may include: 1. Identifying those with missing data in the CRANE database; 2. Checking the medical records of those children with missing data for this field; 3. Contacting other members of the MDT to help complete missing data; 4. Contacting the family if appropriate; 5. If there are patterns noticed for those with incomplete data – e.g. all from one particular outreach clinic/area – take steps to identify how data collection could be improved; 6. Discuss which members of the team may be most suited to collecting this data moving forwards; 7. Discuss if use of the data collection forms could help your team in a clinic setting; 8. Review the summaries from our previous webinars for best practice examples and finally 9. Check next year's percentage for this section in the Annual Report to ensure that you have improved!					

Example <u>Process Data</u> Local Action Plan (Repeat for each outcome being reviewed with aim of improvement)	Actions	Action activities			
		Responsible individual(s)	Agreed deadline	Status *(see Key 1)*	Priority *(see Key 2)*
State relevant section of the Annual Report	<Write relevant section here e.g. Contact within 24hrs>				
What is the current benchmark for process in this section?	<Report benchmark here e.g. 100% of all children diagnosed with a cleft should be seen within 24 hours of referral>				
Report the percentage achieved within your cleft service for this section.	<Report percentage achieved here e.g. 62% and reflect on the percentage achieved within other cleft services>				
List suggested actions to improve Process data for this section. This may include: 1. What is your team process for systematically collecting, recording and documenting process / data in the CRANE Database? 2. Has a specific individual been assigned responsibility to ensure this happens? 3. Can you identify children with missing outcome data for this section 4. Is it possible to collect this data retrospectively from medical records, the child's GP or families? 5. Reach out to another cleft service to see how they achieve above average processes. Could you apply lessons learned in your own practice? 6. Can extra educational activities help? 7. Could a focus group with key clinicians help? 8. Could a specific research project be undertaken?					

Example <u>Outcome Data</u> Local Action Plan (Repeat for each outcome being reviewed with aim of improvement)	Actions	Action activities			
		Responsible individual(s)	Agreed deadline	Status *(see Key 1)*	Priority *(see Key 2)*
State relevant section of the Annual Report	<Write relevant section here e.g. Child growth – BMI >				
What is the current benchmark for the outcome in this section?	<Report benchmark here e.g. 77% of children should have a healthy BMI>				
Report the percentage achieved within your cleft service for this section.	<Report percentage achieved here e.g. 62% and reflect on the percentage achieved within other cleft services>				
List suggested actions to improve outcome data for this section. This may include: 1. What is your team process for systematically collecting, recording and documenting / outcome data in the CRANE Database? 2. Has a specific individual been assigned responsibility to ensure this happens? 3. Can you identify children with missing outcome data for this section 4. Is it possible to collect this data retrospectively from medical records, the child's GP or families? 5. Reach out to another cleft service to see how they achieve above average outcomes. Could you apply lessons learned in your own practice? 6. Can extra educational activities help? 7. Could a focus group with key clinicians help? 8. Could a specific research project be undertaken?					

A Microsoft Word version is available upon request. Please email crane@rcseng.ac.uk for a copy.