



## Patient Centred Leadership - Guide for Preparing Briefing Notes

The KGH Strategy, which is explicit about transforming the patient experience, defines the principles that are to be reflected in our behaviours and actions, to keep us focused on what is important, and to guide us as we work together. These principles are **Respect, Engagement, Accountability, Transparency, and Value for Money**. These principles are also closely aligned with those set out in the Accountability for Reasonableness (A4R) framework, a leading framework that supports fair priority setting and principle based decision making. It ensures consideration of the following: *Relevance, Publicity, Revision, Empowerment and Enforcement*.

Reports being prepared for committees are to be constructed, using the attached template (page 2), so those reviewing the information can consider it within the context of the KGH Principles.

The following chart may also help you organize your thoughts before writing the briefing note and what work you will need to do afterwards.

KGH Briefing Note Template	Strategy & KGH Principles	A4R
Describe the Issue	KGH Strategy Respect Value for Money	Relevance
Describe the Process	Respect Engagement Accountability	Empowerment Revision
Describe the Change Management Plan	Respect Engagement	Empowerment
Describe the Communication Plan	Transparency Accountability	Publicity
Describe the Evaluation	Accountability Value for Money	Enforcement Revision

- Describe the issue and/or goal to make sure it is relevant. This includes:
  - Is the issue aligned to the KGH strategy?
  - Does it impact or transform the patient experience?
  - Collect the data/information that is related to the issue and the decision-making criteria. Has it been put into the context of patients? (where possible and appropriate);
  - Have you, or how will you engage a broad range of stakeholders including patients/advisors?
- Describe the decision making process and accountability:
  - what the decision-making process is or is not about;
  - how decisions will be made;
  - what will inform the decision(s);
  - who will make the decision(s);
  - what criteria will be used to make the decision(s);
  - how stakeholders can participate;
  - what stakeholders can expect once the decision(s) is(are) made;
  - how and when the decision(s) and rationale will be communicated;
- Describe the change management plan including training and support for those who will deliver on the plan or decision(s).
- Describe the communication plan detailing process, decision, rationale and route of appeal.

- Describe how the decision(s) will be evaluated including the commitment to improve the decision and the decision making process as needed.

## Briefing Note

---

Topic of Report:	Advertising in KGH publications
Submitted to:	Executive Vice Presidents
Submitted by:	Theresa MacBeth, Director SMC
Date of issue:	2014 05 21

For information and discussion	<input type="checkbox"/>
Current status report	<input type="checkbox"/>
Recommendation / Action required	<input type="checkbox"/>
Motion	<input type="checkbox"/>

---

**Background**

**Current state**

**Opportunity**

**What the process could look like**

**Immediate opportunities**

**Recommendations**

---

**Supporting documents attached**