

IMPLEMENTATION PLAN 2020–2021

In the Bradford District Care Trust Library Strategy 2018-21, five major objectives were identified:

- Maintain and develop outstanding library services whilst being “digital by default.”
- Contribute to organisational development through “mobilising knowledge.”
- Maintain and develop partnership working
- Develop library & information services for service users, patients and carers
- Refurbish and reconfigure the library space

An annual Implementation Plan will be developed each year to specifically outline the steps that will be taken to meet the aims of the strategy. This document outlines the additional specific actions for the Library & Health Promotion Resources in 2018-21 and should be read in conjunction with the Library Strategy 2018-21.

Maintain and develop outstanding library services whilst being “digital by default.”

Library Actions	Timescale	Resources – (Costs to be met from existing budget unless otherwise stated)	Lead Staff	Metrics for Success
Prepare Outcome-based evidence for each Outcome of the Quality and Improvement Outcomes Framework	March 2021	Staff time	FB	Achieve Level 3 and 4 for each domain
Devise a marketing plan for promotional activities for 2020-21	September 2020	Staff time	FB, AA, MDJ, CC	Increase in usage statistics Reflections Impact stories
Promote widely BMJ Best Practice as Point of care Tool	March 2021	Support from IT and Communications	ALL	Increase in usage statistics Report with reflection Impact story
Tailor Royal Marsden Manual Online with local information. Promote widely.	March 2021	Subscription costs from Nurse Development Team	ALL	Increase in usage statistics Report with reflection Impact story
Promote widely Discovery as first landing page for e-resources	March 2021	Staff time	ALL	Increase in usage statistics Report with reflection Impact story
Create, develop, and promote	March	Connect - IT	MDJ, AA	Produce at least 1/2

Videos on literature search. Link on Connect.	2021			videos Impact story
Pilot a Group Training session online using Microsoft Teams	March 2021	Staff time – IT	MDJ, AA	Organise a training session Report with reflection Impact story
Undertake comprehensive library customer survey and analyses of the results	September 2020	Surveymonkey	FB	Produce a report Rerun a new survey

Contribute to organisational development through “mobilising knowledge.”

Library Actions	Timescale	Resources (Costs to be met from existing budget unless otherwise stated)	Lead Staff	Metrics for Success
Organise CLEAR2020 Conference	March 2021	Funding from R&D	ALL	Complete the preparation project
Publish videos for CLEAR PILLS	March 2021	Staff Time	FB	Publish short videos
Offer a pilot “summarising and synthesising” service	December 2020	Staff time	AA, MDJ	Complete the pilot *Next Implementation

for selected literature searches				Plan
Run a user journey mapping	March 2021	Staff time	AA, MDJ	Results are applied in the service Share reflection Use as Outcome Evidence
Offer a pilot “accessibility in information” training for BDCT staff	March 2021	Staff time – IT	CC, SH	Complete the pilot
Organise and evaluate a Randomised Coffee Trials Work with HR	March 2021	Staff Time – HR	FB	Report on the RCT
Link with IT to commence the automation of the Trust leaflet procedure onto Connect	March 2021	Support from IT, Connect	FB, MDJ	Automated Leaflet process
Continue to work develop the ACORN project. Encourage use of the CPD register. Promote widely	March 2021	Support and funding from Nurse Development	FB	Increase in the usage of the CPD register
Continue to offer evidence based practice, literature searching and critical	March 2021	Staff time and meeting rooms	AA, MDJ, FB	Analysis and reflection on what the local statistics show

appraisal training to staff and students				
Share good practice across the wider library and knowledge profession	March 2021	Staff time	ALL	Publication of reflection pieces on identified good practice OR Good practice or innovation submitted to national database

Maintain and develop partnership working

Library Actions	Timescale	Resources (Costs to be met from existing budget unless otherwise stated)	Lead Staff	Metrics for Success
Maintain health promotion contract and links with Public Health	March 2021	Funding from Public Health	FB, CC	Report on the activities
Promote widely the health promotion service including targeted open days for specific services and take advantage on marketing tools (Social Media and Radio)	March 2021	Staff time	CC	Report on the activities

Revise and update Memorandum of Understanding with Bradford University	March 2021	Staff time	FB	Updated Memorandum
Revise and update Memorandum of Understanding with Bradford & Airedale NHS Patch libraries. Seek further collaboration opportunities	March 2021	Staff time	FB	Updated Memorandum
Attend and contribute to YOHLNet training events	March 2021	Staff time	ALL	Present at Library meeting and share best practice

Develop library & information services for service users, patients and carers

Library Actions	Timescale	Resources (Costs to be met from existing budget unless otherwise stated)	Lead Staff	Metrics for Success
Organise and run a Library Committee (senior staff members + library champions)	January 2021	Staff time	FB, AA, MDJ, CC	Formal consultation New activities/needs are identified
Increase range of health	March 2021	Staff time	CC, SH	Increase stats

promotion leaflets for BDCFT services e.g. mental health leaflets				Impact case studies
Develop a “health information on the internet” course (Digital Literacy)	March 2021	Staff time – collaborate with Public Libraries and Networks	FB, CC, SH	Twitter Campaigns, Organise Digital Literacy Sessions Impact story
Work with clinical staff and the carers hub to offer sessions on health promotion resources and library services	March 2021	Staff time	ALL	Twitter Campaigns, Impact case studies
Organise and deliver a World Book Night/Library Open Day event	March 2021	Staff time	FB	Twitter Campaigns, Impact case studies Increase awareness of the Library

Refurbish and reconfigure the library space

Library Actions	Timescale	Resources (Costs to be met from existing budget unless otherwise stated)	Lead Staff	Metrics for Success
Explore opportunities for a Library Space at Mental	March 2021	Staff Time – HEE	FB	Submit a bid to HEE or relevant grants

Health site at Airedale				
Review the Library Space in order to comply with the COVID-19 rules	September 2020	Staff time – budget	FB	Emergency Plan
Library Garden – New stock and rules (?)	March 2021	Staff Time - OT	ALL	New stock