

## BAHNON Review of Strategic Vision and Action Plan 2008-2009

### 1. To build BAHNON into a robust, well run, efficient organisation

| <b>Strategic Action</b>                      | <b>Resources</b>                                | <b>Lead</b> | <b>Support</b>    | <b>Deadline</b> | <b>Outcome</b>   |
|--|---|-------------|-------------------|-----------------|--|
| Review Constitution                          | Old constitution                                | All         | All               | AGM Oct 2008    | Constitution agreed by committee                                   |
| Strong Committee with clear idea of roles    | Job descriptions                                | Everyone    | Everyone, members | AGM Oct 2008    | Up to date job description which reflect current role expectations |
| Good communication between Committee members | Up to date list of contacts and email addresses | Everyone    | Roy               | Ongoing         | Efficient communication between members                            |
| BAHNO link                                   | Chair to attend meetings as affiliate member    | Chair       | BAHNO             | Ongoing         | Established links  |

**2. To make BAHNON well known to all nurses involved in head and neck cancer, and to increase membership year on year**

| <b>Strategic Action</b>              | <b>Resources</b>                            | <b>Lead</b> | <b>Support</b> | <b>Deadline</b>      | <b>Outcome</b>   |
|--------------------------------------|---|-------------|----------------|----------------------|--|
| Review welcome pack                  | Old Pack                                    | Andrew      | Roy            | Finalise by Oct 2008 | Ratified by committee and commence distribution to all new members |
| Develop new recruitment poster       | Computer, camera, Photoshop                 | Andrew      | All            | Finalise by Oct 2008 | New poster distributed to all members                              |
| Website review – develop new website | New website                                 | Sarah       | All            | Finalise by Nov 2008 | ‘Go live’ date Nov 2008  |
| Review links to / from our website   | Time, current website                       | Vicky       | All            | Finalise by Oct 2008 | Appropriate links in place   |
| Quarterly email to members           | Content TBC in line with developing website | All         | All            | Finalise by Dec 2008 | Improved communications with membership                            |

### 3. To develop and promote guidelines for good practice

| Strategic Action          | Resources                               | Lead  | Support | Deadline  | Outcome   |
|---------------------------|---|-------|---------|---|---|
| Review content of website | Current website<br>Link to QIS Scotland | Sarah | All     | Committee training arranged for June meeting 2008 | Committee trained and ready to manage individual web pages by launch Nov 2008 |
|                           |   |       |         |   |   |

#### 4. To hold a regular conference (bi-ennial)

| <b>Strategic Action</b> | <b>Resources</b>                     | <b>Lead</b> | <b>Support</b> | <b>Deadline</b> | <b>Outcome</b>                                       |
|-------------------------|--------------------------------------|-------------|----------------|-----------------|--|
| Conference 2009 –       | Previous conferences and evaluations | Elaine      | All            | June 2009       | Successful conference                                |
| Timetable               | Conference checklist                 | Elaine      | Julie          | Sept 2009       | Amended checklist as necessary and post on website   |
| Funding & advertising   | Company reps                         | Elaine      | All            | Ongoing         | Maintain up to date list of contact details for reps |
| Content                 | Conference evaluation                | Elaine      | All            | Sept 2009       | Conference agenda                                    |

### 5. To produce a twice yearly newsletter

| <b>Strategic Action</b>  | <b>Resources</b>   | <b>Lead</b> | <b>Support</b> | <b>Deadline</b>  | <b>Outcome</b>                                    |
|--|--|-------------|----------------|------------------|---|
| Establish deadlines for articles   | All - More articles needed<br>Email addresses for all membership | Lyn         | All            | Ongoing          | Articles submitted by April and October           |
| Advertising to fund printing costs                                       | Company reps<br>Contact details from conference records          | Lyn         | Elaine         | Ongoing          | Advertising revenue to cover printing costs       |
| Review writing for publication guidelines to be included in welcome pack | Old guidelines   | Lyn         | Julie          | Dec 2008         | Posted on website<br>Printed in Winter newsletter |
| How do our members want to receive the newsletter?                       | Newsletter, website<br>Members, access to members at conference  | Lyn         | All            | March/April 2009 | Web based newsletter                              |

## 6. To develop website and discussion group

| Strategic Action                              | Resources   | Lead                             | Support  | Deadline             | Outcome  |
|---|---|----------------------------------|--|----------------------|--|
| New website                                   | Design company  | Sarah                            | All  | Ongoing              | Maintain up to date web site                         |
| Update regularly                              | Update / review calendar<br>Email original authors and ask for updates of submissions etc | Named leads for individual pages | All  | Ongoing              | Maintain up to date web site                         |
| Include forum info in welcome pack            |   | Andrew                           | All committee members to be members and contribute regularly | Finalise by Oct 2008 | Completed welcome pack                               |
| Identify what members think about new website | Survey questionnaire ?at conference   | Sarah                            | Julie  | June 2009            | Members happy with website accessibility and content |

### 7. To establish a network of regional groups

| <b>Strategic Action</b>                                 | <b>Resources</b>                         | <b>Lead</b> | <b>Support</b> | <b>Deadline</b> | <b>Outcome</b>   |
|---|--|-------------|----------------|-----------------|--|
| Groups to self manage                                   | Setting up grants                        | Julie       | All            | Ongoing         | Grant availability continues                             |
| Check group leads and contact details                   | Contact details for regional group leads | Lyn         | All            | Oct 2008        | Regional groups to maintain link to committee            |
| Updates for newsletter to be written by local Committee | Group leads                              | Lyn         | All            | Ongoing         | Article in Spring & Autumn newsletters                   |
| Invite group rep to observe committee meeting           | Contact details for regional group leads | Lyn         | All            | Ongoing         | Regional groups understand the workings of the committee |

### 8. Develop good national & international links

| <b>Strategic Action</b>      | <b>Resources</b>  | <b>Lead</b> | <b>Support</b> | <b>Deadline</b> | <b>Outcome</b>                              |
|------------------------------|---|-------------|----------------|-----------------|---|
| Maintain international links | Current contacts<br>Funding from BAHNON to support travel/ conference bursaries to be considered on an individual basis         | Louise      | All            | Ongoing         | Links maintained and new links investigated |
| Maintain links with BAHNO    | Affiliate member on BAHNO committee<br>BAHNO link on website<br>BAHNO scientific meetings<br>BAHNON article in BAHNO newsletter | Julie       | All            | Ongoing         | Links maintained and built upon             |
|                              |   |             |                |                 |   |

**9. To promote a strong Research and Development programme in head and neck cancer nursing (long term aim)**

| <b>Strategic Action</b>   | <b>Resources</b>   | <b>Lead</b>  | <b>Support</b> | <b>Deadline</b> | <b>Outcome</b> |
|---|--|--------------|----------------|-----------------|----------------|
| Identify areas ripe for research  |  | Sarah        | All            |                 | Ongoing        |
| Funding opportunities   | BAHNON bursaries to be considered on an individual basis<br>NCRI | Julie/ Sarah | All            |                 | Ongoing        |
| Academic support  | Page on website for members to share work produced               | Julie        | All            |                 | Ongoing        |
| Develop a page for website with areas identified on patient pathway where research is needed. | New website  | Sarah        | All            |                 | Ongoing        |

**10. To act as a resource for members to share patient and carer information**

| <b>Strategic Action</b>                          | <b>Resources</b>          | <b>Lead</b> | <b>Support</b> | <b>Deadline</b> | <b>Outcome</b>                        |
|--|---------------------------|-------------|----------------|-----------------|---------------------------------------|
| Develop information locally with Cancer Networks | Network information leads | Sarah       | Julie          | Ongoing         | Develop links with network info leads |
| Continue to populate patient pathway             |                           | Sarah       | All            |                 | Ongoing                               |
| Work with other groups when opportunity arises   |                           | Sarah       | All            |                 | Ongoing                               |
|  |                           |             |                |                 |                                       |
|  |                           |             |                |                 |                                       |
|  |                           |             |                |                 |                                       |