

case study

Derby Hospitals NHS Trust

Derby Hospitals NHS Trust appointed Premis Project Management in February 2005 to assist their Commissioning Project Team in developing a comprehensive transition programme for the 2 Phase PFI hospital relocation project in 2006/08. This included developing key planning templates to assist in the initial, and medium to long-term stages. A detailed programme was agreed that would ensure project awareness and understanding for all departments and Move Coordinators associated with the entire relocation process. Working closely with the project team a comprehensive Risk Analysis was created that detailed all known and potential risks to the overall project. These included Design, Technical and IT, Construction, Commissioning and Decommissioning, Relocation, Patient Transfers, and Performance Risks.

Other templates created included Operation Questionnaires, Occupancy & Relocation Planning, Relocation Budget, IM&T Planning, Move Schedules, Relocation Database and Pre-Move Commissioning Questionnaires. These documents were created to assist the project team and departments in working towards a low risk, successful relocation programme.

The Premis Team worked with the Trust Project Team by providing seminar support for over 80 newly appointed Move Coordinators. This process included advice and descriptive examples of their role within the project. The seminars enabled all Move Coordinators to ask any questions and voice their concerns



regarding the role they would be taking on. Premis were able to provide realistic scenarios for each attendee based on our previous experience. In total 3 seminars were carried out over three weeks.

Working alongside the Trust Project Team, Premis were able to assist in the production of vital checklists and tracking tools. These included Move Coordinator Checklists, Transfer Preparation Checklists, and Commissioning and Decommissioning Checklists. These documents would form the basis of the Trusts working programme going forward over both relocation/commissioning phases.

Premis Project Management worked closely with the Derby Hospitals NHS Trust Commissioning Project Team from February to April 2005.

case study

Asset Management

In July 2005 Premis Project Management was appointed to assist the Trust's Commissioning Project Team in developing a detailed Commissioning Plan for potential high-risk clinical departments. These departments were highlighted as potential commissioning risks to the overall project and programme. Specific departmental reference information was quantified, assessed for high or low risk and programmed under headings such as Building, Infrastructure, Staff Orientation, Patient Moves, Clinical and Non Clinical Equipment, FM, IT, H&S, and Internal and External Support. Tasks, durations and timings were assigned to each project critical targets.

Premis Project Management assisted the Trust Procurement Department in quantifying all non-clinical equipment due for transfer as part of Phase 1 of the PFI Hospital Project. Premis Project Management team assigned a team of 6 staff to systematically visit all highlighted departments and areas of the existing hospital and asset tag all non clinical equipment. This involved using a specially designed label with a relevant asset number and bar code. Details were taken of each item including a description, location condition, ADB Code, make and model and 'fit for transfer' note.

In total Premis Project Management tagged over 25,000 items and provided a detailed spreadsheet to the Trust containing the required relevant information.

Ensuring the confidence and professional capabilities of Premis Project Management, Pickfords the company was asked to participate in a tender process for both Phase 1 & 2 relocation projects, which were subsequently won. Pickfords was able to supply a total transition support package to Derby Hospitals NHS Trust ensuring an entirely successful commissioning programme.

