Action plan-setting up objectives for a year
Objectives

• Define action planning and identify its components.
• Recognize the stages of action plan and main steps in preparing an action plan.
• Identify Nursing Action Plan according to the organization, regional and individual student.
• Explain with examples specific action plan for school health, regional action plan and individual action plan.
What is Action Planning?

• Action planning proceeds from the **vision** and **mission** to specific **goals**, objectives and finally the action plan (Organizational, school and individual).

• Action plan is a specific series of **cyclical steps** taken to accomplish a specified goal. An action plan generally includes steps, milestones, measures of progress, responsibilities, assignments and a timeline.

\[\text{Vision} \rightarrow \text{Mission} \rightarrow \text{Strategies} \rightarrow \text{Goals and then} \rightarrow \text{Objectives}\]
Vision and strategies of school health

- **Vision**: School health aims to be the leader and most trusted provider in providing the comprehensive school health program for all students in the Emirate of AD following best practices and at par with international standards.

- **Strategies**:
  - Excellence in school health services that meet international standards incorporating local culture.
  - Develop a managerial infrastructure among stakeholder centrally, within the region and at the school level.
Action Plan Stages

WHERE AM I NOW?

The cycle begins again with a redefinition of your goals...

WHERE DO I WANT TO BE?

HOW DO I GET THERE?

TAKING ACTION.
The main steps in preparing an action plan

- Have a clear **objective**.
- List the benefits you would gain by achieving your goal.
- Start with what you will do NOW.
- Define clearly the steps you will take.
- Identify the end point for each step.
Continuation..

- Arrange the steps in a logical, chronological order and put a date by which you will start each step.
- Try to map out several paths to your goal.
- Think about the type of problems you might encounter at each step.
- Review your progress.
- Mix with positive people.
Definition of objectives

- Objectives are written, behavior-specific statements of desired outcomes. They are the identified outcomes directing activity toward achieving the purpose of the organization or the unit (Trexler, 1987).
- The objectives are used for establishing priorities, work assignments and the allocation of resources (Drucker, 1973).
Objectives

Alice said to the Cat, "'Would you tell me, please, which way I ought to go from here?'

'That depends a good deal on where you want to get to,'
Objectives

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I don't much care where--'
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Then it doesn't matter which way you go,'
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I don't much care where--'

Then it doesn't matter which way you go,'
Action Plan involves:

• Identifying your Goals and objectives
• Setting SMART objectives which are specific, measurable, achievable, relevant and timely
• Prioritizing your tasks effectively. Identifying the steps needed to achieve your goals.
• Using lists Being able to work effectively under pressure.
• Completing work to a deadline.
• Having a contingency plan

It’s OK to have several objectives, but you will need to make a separate action plan for each, otherwise things get confused.
What is SMART

\[ S = \text{Specific} \]

\[ M = \text{Measurable} \]

\[ A = \text{Achievable} \]

\[ R = \text{Relevant} \]

\[ T = \text{Timely} \]
Measurable

Choose a goal with measurable progress, **so you can see the change occur**. How will you see when you reach your goal? Be specific! "I want to read 3 chapter books of 100 pages on my own before my birthday" shows the specific target to be measure. "I want to be a good reader" is not as measurable.
Achievable

• Which of these goals are achievable?
  ➢ Attend training courses, lectures, meetings and seminars
  ➢ Assist department staff and cover in their absence
  ➢ Implement department policies and procedures
Timely

- Which of these goals are time bound?
  - Attend training courses, lectures, meetings and seminars.
  - Assist department staff and cover in their absence.
  - Implement department policies and procedures.
Steps in Action planning

- Assessment
- Planning
- Implementation
- Evaluation
Assessment

• To develop a plan of care
• Tools: questionnaire, telephone calls, electronic communication, interviews, screening, observation, quarterly report.
• Assessment can be done for the regions, school and the students
Assessment and Planning

- Organization proceeds from a focus on vision, mission and values to identification of major strategic goals and specific action plans
- Start with the general goal, objectives, activities and timelines
- In the early stage of goal identification, SWOT analysis is useful

Strength: Internal and positive
Weakness: Negative and internal
Opportunities: Positive and external
Threats: Negative and external
Examples of SWOT analysis

• **Strengths**
  Support from HAAD and ADEC

• **Weaknesses**
  Lack of strong representation of nurses in SHS committees

• **Threats**
  Lack of some policies at the school level

• **Opportunities**
  Training at HAAD
  Privatization and growing market
Example of Goals in organization (SH)

- **Goal 1**: Support the development of a managerial infrastructure which will facilitate intra and inter communication in the school health program.
- **Goal 2**: Improve the physical, mental, social and emotional health status of students.
- **Goal 3**: Decrease students’ absenteeism in all schools.
- **Goal 4**: Increase daily physical activity among children and adolescents. Actively promote and protect regular activity at home, at school, and in the community.
Example of objectives

For Goal No 4

• Increase the proportion of adolescents who engage in moderate physical activity for at least 30 minutes on 5 or more of the previous 7 days

• Increase the proportion of adolescents who engage in vigorous physical activity that promotes cardio-respiratory fitness 3 or more days per week for 20 or more minutes per occasion

• Increase the proportion of the Nation's public and private schools that require daily physical education for all students (middle schools: 17%-25%; high schools: 2%-5%)
• Increase the proportion of adolescents who participate in daily school physical education (29%-50%)

• (Increase the proportion of adolescents who are physically active in PE class more than 20 minutes 3 to 5 days per week (38%-50%).

• Increase the proportion of the Nation's public and private schools that provide access to their physical activity spaces and facilities for all persons outside of
Recruit qualified staff to implement school health services in Abu Dhabi (Organizational action plan)

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activity</th>
<th>Time Frame</th>
<th>Responsibility</th>
<th>KPI</th>
</tr>
</thead>
</table>
| Recruit licensed school nurses   | • Identify the total number of school nurses needed to cover the public schools  
   • Submit the number of nurses' required specifying males and females  
   • Coordinate with AHS nursing coordinator to interview nurses for recruitment. | Dec. 2010  | AHS Nursing coordinator AHS HR. HAAD | 100% of public schools are covered with licensed school nurses. |
Continuation...

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activity</th>
<th>Time Frame</th>
<th>Responsibility</th>
<th>KPI</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Follow up with AHS/ HR for recruitment and duty resumption.</td>
<td></td>
<td>Dec. 2010</td>
<td>AHS Nursing coordinator</td>
<td>100% of public schools are covered with licensed school nurses.</td>
</tr>
<tr>
<td>• Coordinate with HAAD to register all un licensed school nurses for the</td>
<td></td>
<td></td>
<td>AHS HR. HAAD</td>
<td></td>
</tr>
<tr>
<td>oral and written licensing exams</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objectives</td>
<td>Action</td>
<td>Responsibility</td>
<td>Duration</td>
<td>Indicators</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
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<td>--------------------------------------------------------------</td>
</tr>
<tr>
<td>1. Identify the students cases that need follow up.</td>
<td>▪ Identify chronic cases and students with special needs in the current school year in the school.</td>
<td>School Nurse</td>
<td>Throughout the year</td>
<td>KPI = 100% of students with special needs followed up.</td>
</tr>
<tr>
<td></td>
<td>▪ List the students with such situations.</td>
<td></td>
<td></td>
<td>▪ # of chronic cases.</td>
</tr>
<tr>
<td></td>
<td>▪ Initial assessment to be done for each student including basal vital signs, blood sugar, screenings … document in his/ her health record.</td>
<td></td>
<td></td>
<td>▪ % of follow up frequency.</td>
</tr>
</tbody>
</table>
### Objectives

2. Prepare the student health records.

### Action

- Follow up school health manuals’ instructions if no medical report is available for the students.
- Implement the nursing care plan and document in the student's health record.

### Responsibility

School Nurse

### Duration

Throughout the year

### Indicators

- # of students who received medical check up.
- Frequency of health education.
## Individual action plan

<table>
<thead>
<tr>
<th>Nursing Diagnosis/Concern</th>
<th>Educational Goal</th>
<th>Plan of Action</th>
<th>By Whom/When</th>
</tr>
</thead>
</table>
| Knowledge deficit related to: balance of insulin, diet and exercise; insulin administration; dietary regimen; blood sugar monitoring and exercise requirements. | Student will increase understanding of pathophysiology of diabetes and develop or improve the skills necessary to manage diabetes. | 1. Instruct student (age appropriate) in the pathophysiology of diabetes.  
2. Monitor blood glucose levels at school.  
   A. Arrange space and time for student to perform blood glucose levels, insulin injection, diet inventory and snack consumption.  
   B. Maintain Blood Glucose record and send to physician at needed appointments or concerns.  
   C. Obtain insulin order from physician for sliding scale  
   D. Parent/ guardian will provide BG testing equipment, insulin supplies and snacks.  
   E. Other: | School Nurse, Physician, Diabetes Educator, Parents, Teaching Staff as necessary |
| Alteration in self-care due to: difficulty accepting lifestyle change; knowledge deficit; insufficient resources; dysfunctional grieving. | Student will improve self-care management skills. | 3. Provide teachers/other staff with information related to Diabetes through formal/informal inservice.  
4. Provide classroom presentation on diabetes when indicated age-appropriate.  
5. Student will come to the Nurse’s Office for supervised self-administration of the following sliding scale according to physician’s orders:  
   (Medication Authorization Policy)  
   For Blood glucose:
   - but < ________ Give: __________  
   - but < ________ Give: __________  
   - but < ________ Give: __________  
   - but < ________ Give: __________  
   For Blood glucose < ______:  
   For Blood glucose > ______: | School nurse, healthcare provider, diabetes educator as needed |

Student Name: ___________________  DOB: _______________  School: _______________  
School Nurse: ___________________  Date of IHP: _______________  
Physician Name: ___________________  Ph. #: __________  Parent signature: _______________
Emergency Action Plan

Analysis

Description

Careful Planning

Ongoing maintenance

Training
**Group Activity.**

Now write your own action plan ......

MY Goals and my objectives are:

TO ACHIEVE THIS I NEED TO:

List the steps you need to take. Be detailed and specific (not “I'll contact some employers”, but “Find email addresses of 5 local employers who have marketing departments & contact them"

<table>
<thead>
<tr>
<th>I will tell my plan to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I will start my action plan on (date):</td>
</tr>
<tr>
<td>Step 1</td>
</tr>
<tr>
<td>Step 2</td>
</tr>
<tr>
<td>Step 3</td>
</tr>
</tbody>
</table>

What problems am I likely to face? What will I do to overcome these?

<table>
<thead>
<tr>
<th>Date I expect to complete this step by</th>
</tr>
</thead>
<tbody>
<tr>
<td>My reward for completing this step will be</td>
</tr>
</tbody>
</table>

29
Summary

An effective action plan should give you a concrete timetable and set of clearly defined steps to help you to reach your objective, rather than aimlessly wondering what to do next. It helps you to focus your ideas and provides you with an answer to the question “What do I do to achieve my objective?”.
References

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• http://www.lowellma.gov/depts/health/school-health/school_nurses
• http://managementhelp.org/plan_dec/str_plan/actions.htm
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Continuation...


• Trexler, B. (1987). Nursing department purpose, philosophy and objectives: Their use and effectiveness. Journal of Nursing Administration, 17(3), 8-12