Memorandum

To:	Senior Leadership Group
From:	Lily Liu – Director, Digital Health
Date:	23rd February 20223
Subject:	Go-Live Readiness Assessments

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As Western Health prepares for the EMR Phase 2.1 Go-Live in July 2023, a series of Go-Live Readiness Assessments (GLRA) will need to be completed by each division. These will be conducted 90 days, 60 days and 30 days prior to the Go-Live.

For the EMR Phase 2.1 project, we will be utilising a SharePoint site to hold each GLRA. The SharePoint site will contain each division's GLRA excel spreadsheet, which multiple users can update and add comments to. The SharePoint site will be available via link below.

http://teams.wh.org.au/comm/GLRA/SitePages/Home.aspx

The GLRA process allows for each division to review all aspects of the EMR Phase 2.1 project, from equipment to staff awareness around changes. The format will follow similar previous Digital Health implementation projects and each GLRA will need to be completed as per the following time frame:

- 90 days – completed 11th April 2023
- 60 days - completed 11th May 2023
- 30 days - completed 9th June 2023

These dates are working towards an EMR Phase 2.1 Go-Live in the week of 10th July 2023. Each divisional director will be responsible for ensuring each GLRA is completed on time, with appropriate input from all clinical and non-clinical areas within their division.

What is the purpose of the Go-Live Readiness Assessments?
The Go-Live Readiness Assessments are vital to ensure the project is meeting all operational implementation requirements in the months leading up to Go-Live. This includes tasks such as confirming staff training is being completed, appropriate Super User support is available, device roll-out is progressing as planned, and Business Continuity Plans are updated, among other things.

Please be assured the Digital Health team will be supporting all divisions to complete their GLRAs in the build-up to Go-Live.

What do we need from you?
Each GLRA will have a series of tasks that will be completed by each Venue of Care within the division to ensure all divisions are ready for Go-Live in July. Before you start the GLRA assessment please check that all venues of care within the division have their own tab in the spread sheet. Please also confirm the manager for each venue of care is correct. For any corrections, please notify the EMR contact for your division listed below.

We ask you to nominate a staff member in your area to complete the GLRA for your division at each of the milestone dates. The EMR project team will liaise with this staff member to ensure each item on the GLRA is completed and ticked off.

Next steps?
The EMR contact person listed below will follow up with you in the coming days to help work through the GLRA process and ensure all divisions are engaged in these important tasks.

For any questions regarding the EMR Phase 2.1 project GLRAs, please contact Alison Qvist (alison.qvist@wh.org.au) or the relevant Digital Health team member below:

Division	EMR Contact
Aged, Cancer and Continuing Care	Diana Tran – Diana.Tran@wh.org.au
Allied Health	Alison Qvist – Alison.Qvist@wh.org.au
Chronic and Complex Care	Emily Sanders – Emily.Sanders@wh.org.au
Clinical Support and Specialist Clinics	Emily Sanders – Emily.Sanders@wh.org.au
Emergency Medicine and Access	Kyrin Sandles – Kyrin.Sandles@wh.org.au
Perioperative Services and Critical Care	Paul Hampson – Paul.Hampson@wh.org.au
Women's and Children's	Danika Janus – Danika.Janus@wh.org.au
Health Support Services	Kate Renzenbrink – Kate.Renzenbrink@wh.org.au

Many thanks once again for your support of this project, it is greatly appreciated.

Kind regards,

Lily Liu

Director Digital Health
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