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Nurse-Family Partnership® (NFP) International

Guidance Document – Conducting Your Annual Review Meeting | 2021.06.02

This document provides guidance to National Leaders and License holders for the conduct of their country/provincialⁱ annual review meeting with the Prevention Research Centre, University of Colorado (UCD).

Background

As part of the license agreement with the Regents of the University of Colorado/CU Denver, each country is required to prepare and submit an annual report. The annual report forms the basis of the UCD annual review of NFP implementation and fidelity in licensed partner countries and for discussing quality improvement plans.

The annual report includes both:

- Reporting and analysis of data collected by NFP teams and the national leaders of the program
- Reflections on progress, strengths, challenges and emergent outcome variations, by the country's leadership team

By using analysed quantitative data, and the experiences of NFP clinicians, educators and policy leads, the annual report creates an opportunity for each country's leadership team to reflect on progress and develop quality Improvement plans for the following year. A discussion on the content of the report is undertaken through the annual review meeting.

Purpose of Annual reviews:

The annual review meeting is an opportunity to share and discuss the country's progress with adapting, implementing and evaluating the NFP program, as described within the annual report. The specific purposes for each party are:

UCD

- To monitor the quality of implementation and adherence to the licensing requirements of the program, as set out by the Core Model Elements.
- To review progress on the previous year's agreed priorities and planned improvements
- To provide expert guidance regarding benchmarking of progress and quality improvement measures that can be used for the following year.
- To discuss and approve proposed continuation and expansion of the program and further adaptations for context.
- To update the country on international innovations and developments

Country or Equivalent licensed entity:

- To share successes and achievements over the year with the license granter and international team.
- To share progress and seek guidance regarding interpretation of specific patterns, trends and analyses of data and potential “blind spots”
- To demonstrate high quality implementation and adherence to the license requirements
- To jointly agree upon an action plan for the year ahead.

Principles for the conduct of the annual review

The annual review is undertaken in a spirit which aligns with a core set of NFP principles:

- **Collaboration:** the NFP International team and the country’s leads work together to understand and appreciate progress, local contextual factors and jointly agree upon priorities and improvement plans for the following year.
- **Transparency and accountability:** Open and honest sharing of data reports and interpretation to enable creative and innovative reflection and opportunities for development. Accountability will be evidenced through appreciation of all contributions and respectful challenge of the information provided.
- **Client centred:** ensuring that the client’s experiences are represented either by presenting client feedback or a case study as part of the report, or by clients providing direct input to the process (e.g. video testimony) .
- **Culture of Learning:** The review will promote and encourage lively discussion, clarification of learning and will often involve the development of new questions to be explored, for both the country and the International team.
- **Future focused:** The review will be respectful of the progress that has been made and the ways in which challenges have previously been managed but will be explicit about any changes in practices recommended for the future.

The Annual Review Process

Pre- meeting

- The annual review meeting date should be agreed between the country and their International Consultant at least 3 months before it is due to take place. The license holder should coordinate the meeting with the national implementation team and ensure that all relevant stakeholders are able to attend. The meeting is usually between 2 and 3 hours in length. It is expected that the license holder will usually chair the meeting, and will develop the meeting agenda, communicating with the international consultant.
- Prior to the annual review meeting the country license holder should coordinate the completion of the annual report. This should be shared with the International team at least 3 weeks prior to the meeting date

- If the country wishes to request any variances to the CMEs in order to further adapt the program to their context, or wishes to develop an Authorised Additional Model Element, this should be indicated on the report document and space given in the agenda for discussion. (Requests for CME Variance and Authorized Additional Model Element documents can be found on the Resources page on the NFP International Website.)
- Where variances have been agreed, countries should provide the findings of their evaluation along with the annual report for discussion, unless this has been done separately.
- When the annual report is received, the designated international consultant will review the contents with Dr Olds so that any issues that they particularly wish to raise are identified
- The international consultant will work with the chair of the meeting to finalise and share the agenda with attendees prior to the meeting

Annual review meeting arrangements:

Attendees:

UCD attendees will include:

- Dr David Olds,
- The Country's International Consultant (IC)
- The International Coordinator.

Deciding who should attend the annual review meeting from your country is left to local discretion but from our learning having conducted annual review meetings across all implementing countries, as a minimum we recommend:

- License holder representation
- Clinical Lead
- Lead data analyst or equivalent representation
- Any researchers whose work will be discussed
- Note taker

We have found that it is also helpful to include:

- Representatives from the NFP education team
- Policy leads in areas associated with NFP
- Other stakeholders who the license holder feels would benefit from attending
- Supportive funding bodies (where appropriate)

Practicalities:

- As participants will be in various locations internationally, it is important to use technology that enables good communication. UCD utilises the Zoom conference platform for communicating with partners. The meeting can be set up using the UCD account and tests of the technology can be arranged prior to the meeting if necessary.
- The person taking notes of the meeting should be identified by the chair in advance. The notes should be circulated for agreement and sign off after the meeting.
- Costs associated with holding this meeting are outlined in each country's Support Service Agreement.

Meeting process

- It is not expected that the meeting will cover and discuss every section of the annual report in detail. Rather, the meeting will celebrate success and focus on discussion around issues arising, such as significant learning and identified challenges to high quality implementation
- Some countries like to present the data report and key issues arising as a presentation to the meeting and this can be very helpful. Others like to work through the report section by section. Both allow for highlighting particular aspects of progress and enable discussion of interpretation of the data and reflections on these.
- Some countries aim to directly represent the clients through either a case history, video or similar. This ensures that the clients are central to the discussion of the review meeting.
- The main outcome of the meeting will be to agree upon plans for the following year, which will form an action plan to be taken forward with International Consultant.
- The meeting will also be an opportunity for International Consultant to share relevant learning from other countries and update the license holder and national teams on program developments and NFP research being conducted.

Post meeting

- Countries are asked in the annual report to identify their priorities for the forthcoming year. These, along with issues raised during the meeting are used as the basis for agreeing a joint set of priorities for the country.
- After the meeting, the International Consultant and Dr Olds will complete the final section of the report, which will include a record of the agreed final priorities.

Storing and Sharing Your Annual Report

- This report is used by UCD and the individual country as part of a process for quality improvement and forms the basis of an action plan for the year ahead. It is shared between members of the UCD International team and not shared more widely without the consent of the individual country.
- We feel it is good practice to share the reports between countries in the spirit of supporting shared learning and this is done via the international website. We will seek your permission to share your report in this way.

Progress follow up

- 6 months after the review meeting, we encourage a follow up meeting to be arranged between the International Consultant and the license holder and/or clinical lead. This is to review progress against the agreed action plan. Alternatively, the progress follow-up may take place at a regularly scheduled meeting with the International Consultant and other stakeholders arranged in each country.

Feedback

This guidance is based on our experiences in conducting annual review meetings across all countries and continues to be work in progress. We would welcome any feedback on the value of this guidance.

ⁱ In Canada, licenses are held at a Province level