



Divisions of General Practice Information Management Maturity Framework (IMMF)

Toolkit – Training pack for IM definition and principles

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Information Management Maturity Framework (IMMF)

Toolkit – Training pack for IM definition and principles

Purpose

The purpose of the “Training pack for IM definition and principles” is to assist Divisions address the action tasks below.

Action Tasks	Capacity Gap	Element of IM
Implement a staff training program for IM.	Unaware to Reactive	Context
Define IM roles and responsibilities for assignment to senior management within the Division.	Unaware to Reactive	Management
Implement a staff training program for IM.	Unaware to Reactive	User Perceptions

One or more of these tasks should have been identified from the IMMF gap analysis and toolkit specification.

Knowledge of the definition and principles of IM as they apply to Divisional staff is a fundamental prerequisite for all other tools related to IM capacity higher than reactive across all six elements of the IMMF.

Explanatory notes

A uniform national approach to IM requires Divisions to adopt a standard definition of IM and a consistent set of principles for IM.

To achieve this, the training on IM definitions and principles should be attended by all staff in the Division.

The presentation does not require any prior knowledge by the audience. The objective is to raise awareness and provide some practical links between IM and the daily working environment in the Division.

The content of the presentation also includes an introduction to the IMMF and the key messages associated with the framework for communication directly to all Division staff.

Instructional design

A power point presentation

The power point presentation is designed for use with an audience of up to 40 staff, but the optimal size is a smaller group between 8 and 12.

The format is a tutorial style discussion. The slides introduce each new piece of information and then suggest discussion questions to assist the group establish a relevant link between each point and their personal experience working in the Division. At the end of the presentation a set of optional slides has been attached to allow for a second presentation (or further discussion) of the six elements of organisational performance for IM.

The presentation should not take more than 40 minutes and can be delivered by any executive manager.

Summary of outcomes and resources

Workstreams	Outcomes	Resources
Skills or knowledge acquisition requirements for staff	All Division staff are familiar with the definition and principles of IM. All staff understand the relevance of IM to their role in the Division.	This tool is self administered by the senior IM manager in the Division

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