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| --- | --- |
| **Activity** | **Done** |
| Determine launch date with Project Team. Ensure this does not clash with other department events/Trust initiatives.  |  |
| **Week prior to Launch** |
| Email staff to inform of launch  |  |
| Meet with Trust communications team to place a short article in Trust newsletter |  |
| Print posters ready for launch day |  |
| **Week 1** |
| Day of Launch Ensure HIU Service posters are up in key staff areas. |  |
| Email all ED staff about the new initiative: what it is, what it sets out to do, what they need to do, how they contact the HIU Lead/team, how to refer patients. |  |
| Discuss with senior nurses to ensure they are aware of the process and requests that they encourage juniors on shift to refer to the service. |  |
| Clinical Lead to send out Culture Survey to all staff. |  |
| Start to triage first six patients. Use the EDITT tool (PDSA 1) as well as using your own modified tool (PDSA 2) and compare the results. |  |
| **Week 2** |
| Rotate posters; replacing with a different style in each area to maintain profile. |  |
| Email all ED staff with an update of progress from Week 1. |  |
| Report progress to Project Team. |  |
| Commence work with selected HIUs. |  |
| **Week 3** |
| Rotate posters; replacing with a different style in each area to maintain profile. |  |
| Email all ED staff with an update of progress from Weeks 1 and 2. |  |
| **Week 4** |
| Repeat Week 3. |  |
| Report progress to Project Team. |  |

SHarED Launch Checklist