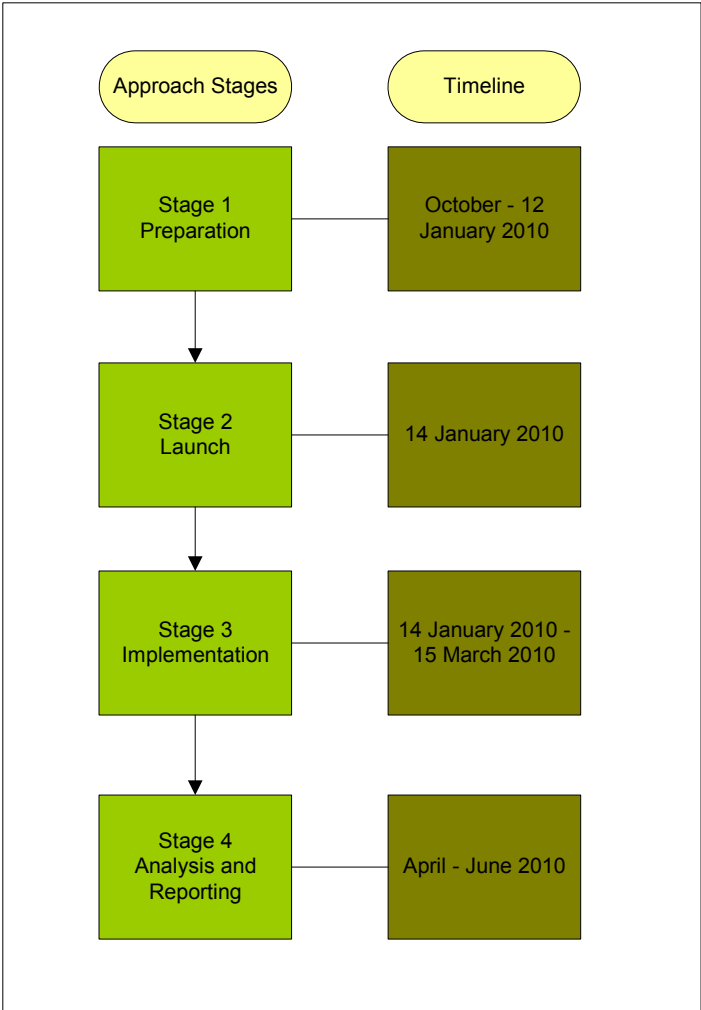


OVERVIEW OF STAGES AND TIMESCALES FOR IN-PATIENT SURVEY



KEY TASKS FOR NHS BOARD IN PREPARATION FOR IN-PATIENT SURVEY

TIMELINES BASED SURVEY GOING LIVE: 15 JANUARY 2010

Task	Details of Activity	Responsibility		Deadline Date
		NHS Board	Approved Contractor	
Stage 1 – Preparation				
KEY MILESTONE DATES FOR ENSURING CONTRACTOR IN PLACE				
1	NHS Board to contact Scottish Government with final number of patients on their eligible list; Scottish Government will provide guidance on the number of patients to be drawn for random sample.	√		9 October 2009
2	Prepare invitation to tender pack (proforma, questionnaire, letters and guidance manual) to send to approved contractor	√		19 October 2009
3	Send specification to contractors for them to tender for the survey work (with at least 2 week turnaround time)	√		22 October 2009
4	Assess Tenders	√		12 November 2009
5	Contractor in Place (<i>research passports required</i>)	√		19 November 2009
Stage 1 – Preparation				
KEY MILESTONE DATES FOR PREPARATION FOR SURVEY LAUNCH				
6	Ensure inpatient lists are accurate and up to date.	√		10 November 2009
7	Inform staff, particularly those on the front line, of the inpatient survey and key NHS Board contacts – put up promotional posters and leaflets	√		26 November 2009
8	NHS Board to supply Approved Contractor with NHS Board headed paper and signature (or name) of senior executive e.g. Chief Executive or nurse director for printing of cover letters	√		16 December 2009
9	NHS Board to draw random sample of patients and allocate unique ID numbers.	√		16 December 2009
10	Send anonymised sample check to the Co-ordination Centre who will ensure the sampling methodology has been correctly applied.	√		18 December 2009*
11	Co-ordination Centre to check sample file. NHS Boards to then forward details from sample to Approved Contractor to use when sending out survey packs.	√		21 December – early January
12	Following the sampling procedure set out in Section 9, NHS Boards to compile a list of eligible patients and check for deceased records.	√		12 January 2010

**Due to Christmas break, there may be some flexibility but the sample will be required by the Co-ordination Centre on the 1st week in January 2010 at the latest.*

*Stage 2 –Launch				
13	Survey goes live - First mailing – survey, cover letter and information leaflet.		√	Commencing 15 January 2010
Stage 3 – Implementation (See guidance manual for more details)				
14	First reminder		√	28 January 2010
15	Second reminder		√	15 February 2010
16	Field Work Closes		√	15 March 2010
Stage 4 – Analysis and Reporting				
17	Analysis and reporting of information			April – June 2010

Scottish Government & Co-ordination Centre – Key Activities prior to roll-out	
Issue letter to NHS Boards to agree sample and procurement pack	
Obtain Ethical Approval (following pilot)	
Obtain R&D Approval (following pilot)	
Write to Caldicott Guardians for approval (following Ethical approval)	
Obtain letter from Caldicott Guardians	