PROJECT NAME: Sexual Health Services Mobilisation Pl	Plan Template PHASE 3: ASHFO	ORD AND ST PETER'S HOSP	TAL			Gantt Start Date: 8-Nov-16				-	Go-live (Wed	nesday 1st Ap	pril 2017)		Appendix E										
Draft TASK NAME	LEAD PLANNED TIME PLANNED START PLANNED FINISH ACTUAL START ACTUAL FINISH (Days) DATE DATE DATE DATE	% COMPLETE RAG	Update Comment Cal St	irt Cal End Work Day.	NOTES / 0.	8/11 15/11 22/11 29/11	06/12 13/12 20/12 27/12	03/01 10/01 17/01 24/0	01 31/01 07/0	02 14/02 21/	/02 28/02 07/	/03 14/03 21/	./03 28/03 04	/04 11/04 18/	25/04 02/05 09/05 16/05 23/05 30/05 06/06 13/06 20/06 27/06 04/07 11/07	7 18/07 25/0	07 01/08 08/0	J8 15/08 22/	/08 29/08 0	05/09 12/09	19/09 26/09	03/10 10/10	17/10 24/10	31/10 07/2	11 14/11 21/11 28/11
1 Communications and Engagement		100%			Planned Actual																				
Develop communications Strategy with commissioners and stakeholders	Head of Communications and 15 21-Nov 5-Dec 21-Nov 25-Aug Marketing	Completed		14 28 10																					
Stakeholder Mapping: Identify stakeholders, patients, clinical (primary care, pharmacy, secondary/tertiary) social care, youth services, education, commissioners and incumbent providers/staff and build contacts for each	Head of Communications and 26 21-Nov 16-Dec 21-Nov 25-Aug	Completed		14 291 199 14 39 19																					
Establish meaningful communication channels throughout mobilisation and beyond	Head of Communications and Marketing 81 21-Nov 9-Feb 21-Nov 25-Aug	Completed		14 291 199 14 94 58 14 291 199																					
CNWL website updated with new service information and links established with relevant Surrey websites, including 'Health and Wellbeing Surrey' and NHS Choices	Head of Communications and Marketing 2 31-Mar 1-Apr 31-Mar 1-Apr	Completed	CNWL wesbite is updated regularly by the Communications Team.	144 145 2 144 145 2																					
CNWL managed social media platforms updated with new service information	Head of Communications and Marketing 2 31-Mar 1-Apr 31-Mar 1-Apr	Completed	CNWL social media platforms are updated regularly by the Communications Team.	144 145 2 144 145 2																					
Service user leaflet and poster development: Content to be developed and submitted to commissioners for review and design development. Final versions to be distributed to advertise the new service. Acquire email addresses for all Surrey GP practices and other key stakeholders	Head of	Completed		94 328 168																					
Service user leaflets and posters distributed to advertise the new service. FAQ on new service offering distributed to other providers/stakeholders		Completed	Updated Patient Information Leafet and Patient Posters distributed, including to ASPH	94 276 131 114 235 88 114 276 117																					
Arrange service user and stakeholder information events about the new services, include FAQs about the new service offering, briefings, email contacts and online survey.	Head of Communications and Marketing 9-Jan 1-Jan 9-Jan	Ongoing	FAQs, Patient Information, Patient Posters, email briefings and presentations to CCGS completed and engaged indevelopment of commissioners online. Presented to patients at two BHU Patient Information Events in August and September 2017 and scheduled to present at a Webinar BHU Patient Information Event in September . CNWL All (Surrey) Staff Event planned for November 2017. Other actions to commence post TUPE transfer.	63 420 226																					
Present the new service arrangements to stakeholders and commissioners	Head of Communications and Marketing 9-Jan 20-Jan 9-Jan 5-Sep	Completed	Presentations made by CNWL team to commissioners and CCGs.	63 74 9 63 302 171	! ##	##################																			
Staff briefing event about the new service arrangements	Head of Communications and Marketing 20 1-Feb 20-Feb 16-Aug 17-Aug	Completed	Presented to staff as part of the launch of the TUPE consultation	86 105 14														\parallel							
Arrange a staff welcome email from the 1.11 Senior Management Team and distribute CNWL Staff Welcome Pack	Head of Communications and 2 2-Oct 3-Oct Marketing Head of	Ongoing	#VAL	329 330 1 JE! #VALUE! #VALUE	! ##	# # # # # # # # # # # # # # # # # # # #	# # # # # # # # # # # # # # # # # # # #	#####																	
Launch Event for the new service for all stakeholders and the public	Communications and Marketing 31-Mar 30-Apr Head of	Ongoing	Will commence post TUPE transfer on 1 October 2017 #VAL	144 174 22 JE! #VALUE! #VALUE	! ##		# # # # # # # # # # # # # # # # # # # #	#####																	
1.13 Media Launch and radio link	Communications and 2 31-Mar 1-Apr Marketing	Ongoing	Will commence post TUPE transfer on 1 October 2017 #VAL	144 145 2 JE! #VALUE! #VALUE	! ##	#######################	# # # # # # # # # # # # # # # # # # # #	#####																	
2 Pharmacy and Medicines Optimisation Map the existing pharmacy services for the new Surrey services, in terms of procurement, distribution, dispensing and clinical pharmacy		Completed		249 267 13 249 267 13																					
Identify the number of HIV patients receiving their medication through Homecare (delivery) companies and ensure continuity of treatment from 1 April 2017		Completed		249 267 13 249 267 13																					
Ensure Standard Operating Procedures and Policies, Patient Group Directions are approved and in place in the CNWL Surrey service Implement Medicines Optimisation Audit Programme (this will include, safe and secure		Completed		86 145 44 86 145 44 24 55 23																					
handling of medicines, medication errors audits, prescribing, dispensing, monitoring against KPIs) Develop a model for pharmacy services for	Chief Pharmacist 32 1-Dec 1-Jan 1-Dec 1-Jan	Completed	CNIMI and ASDU Pharms at T	24 55 23																					
sexual health in prisons in terms of procurement, distribution, dispensing and clinical pharmacy and implement from 1 April 2017	Divisional Associate Chief Pharmacist 79 14-Jul 30-Sep 14-Jul	Ongoing	CNWL and ASPH Pharmacy Teams are working together on the mdel and are on plan for completion by target date.	249 327 57	Planned																				
Work with ASPH IT Team to ensure IT solution in place for CNWL HIV Transition Clinics on	n IT Project Manager 67 1-Aug 6-Oct 1-Aug	Ongoing	CNWL also has in place a contigency plan to use secure laptops and mobile printers through the ASPH wi-	267 333 49	Actual																				
IT Equipment; order, receive, build and test new Laptops for ASPH staff transfers for use within the CNWL service, as required.	IT Project Manager 92 1-Jul 30-Sep 1-Jul	Ongoing	fi system, if required	267 #VALUE! #VALUE 236 327 66 236 #VALUE! #VALUE	! ##			# # # # #																	

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Staff User Accounts (for ASPH transfers) set up for CNWL IT network and Sexual Health	IT Project Manager		1-Jul 18-S		Completed		236 315		SIAIOS												
and HIV Clinical System NHS England - Sexual Health Services in							236 315	30	Planned												
Surrey Prisons									Actual												
4.1 Review contract and feedback to NHS England	Contracts and Business Development Manager	61 1-Aug 30-Sep			Ongoing		267 327 #VALUE! #VALUE!		###	######	##############	#####	###############								
4.2 Final contracts and financial schedules signed	Divisional Finance Manager Contracts and Business Development	30 1-Sep 30-Sep			Ongoing		298 327	22													
Notify Care Quality Commission of new	Manager Divisional Quality Team						#VALUE! #VALUE!	#VALUE!	###	######	###########	#####	##############								
service arrangements, sites, addresses and contacts	Contracts and Business Development Manager	107 15-Dec 31-Ma	r 15-Dec 31-N	Mar	Completed		38 144														
	Contracts and						38 144	77													
Agree Contract Monitoring arrangements and meetings with commissioners	Development Manager	61 1-Aug 30-Sep)		Ongoing		#VALUE! #VALUE!	#VALUE!	###	######	##########	#####	# # # # # # # # # # # # # # # # #								
4.5 Agree service budgets	Divisional Finance Manager Contracts and Business Development	61 1-Aug 30-Sep			Ongoing		267 327														
	Manager Divisional Finance						#VALUE! #VALUE!	#VALUE!	# # #	######	#############	#####	# # # # # # # # # # # # # # # # # #								
Establish invoicing schedules and arrangements	Manager Contracts and Business Development Manager	61 1-Aug 30-Sep			Ongoing		267 327 #VALUE! #VALUE!		###	######	############	#####	###############								
Agree Performance Monitoring arrangements with commissioners and reporting arrangements arrangements and responsibilities internally	Head of Performance	61 1-Aug 30-Sep			Ongoing		267 327														
and externally (details set out in spec) Agree Quality schedule with commissioners							#VALUE! #VALUE!	#VALUE!	###	######	###########	######	###############								
	Head of Performance	61 1-Aug 30-Sep)		Ongoing		#VALUE! #VALUE!		# # #	######	###########	#####	##############								
Agree Information schedule with commissioners and reporting arrangements and responsibilities internally and externally	David Harkness	61 1-Aug 30-Sep			Ongoing		267 327	45													
							#VALUE! #VALUE!	#VALUE!	###	######	############	######	# # # # # # # # # # # # # # # #								
Agreed staffing for Sexual Health and HIV 4.10 services in Surrey Prisons	David Harkness	47 15-Aug 30-Sep	15-Aug		Ongoing		281 327 281 #VALUE!		###	######	****	* # # # # # #	#################								
Agree access to and use of the System One 4.11 Clinical system in 5 Surrey Prisons, including staff logins and passwords and training.	David Harkness Lloyd Kristian (CNWL Offender Care)	47 15-Aug 30-Sep	15A17ug		Ongoing	Services in HMP Bronzefield and Coldingley will be delivered by staff who transfer from ASPH and agreement from staff for this had been reached as part of the TUPE consultation. Services in HMP Highdown, Downview and Send will be delivered by a member of staff from ASPH (who will not be transfering to CNWL) and this arrangements will take place as part of a Service Level Agreement with between ASPH that is currently being negotiated.	281 327	, 35 #VALUE!	###				#################								
6 Clinical Governance and Pathways	C. v. C. v.								Planned Actual												
Surrey Clinical Governance lead (CNWL) appointed	Surrey Service Manager	2 8-Nov 9-Nov	30-Jan 1-F	Feb	Completed		1 2 84 86	2 2													
Commissioners lead clinical governance arrangements confirmed Arrangements in place for access for target	Surrey Service Manager	50 29-Nov 17-Jan	29-Nov 30-N	Nov	Completed		22 71	36													
Groups, including agreement of plans for Outreach for young people and BAME and Chlamydia screening	Surrey Service Manager	87 4-Jan 31-Ma	r 4-Jan 31-N	Mar	Completed		58 144 58 144	63													
Patient safety policies and procedures developed and implemented Arrangements in place to seek patient	Surrey Service Manager Surrey Service	87 4-Jan 31-Ma	r 4-Jan 1-A	Apr	Completed		58 144 58 145	64													
feedback (surveys, Patient Advisory Service, comments cards, user groups)	Manager Head of Performance David Harkness	126 14-Feb 19-Jun	14-Feb 1-A	Apr	Completed		99 224														
Introduce CNWL standard clinical policies and practices and develop new policies and practices as required	Surrey Service Manager	80 1-Apr 19-Jun	1-Apr 1-A	Apr	Completed		145 224 145 145														
Ensure that appropriate clinical governance is in place for the new service (to include Infection Prevention Control, Medicines Management, Microscopy arrangement etc.)		80 1-Apr 19-Jun	1-Apr 5-M	Лау	Completed		145 224 145 179	56													
Ensure that appropriate safeguarding arrangements are in place and formal links established with Surrey Safeguarding arrangements for children and adults	Surrey Service Manager Locality Nurse Manager (Safeguarding Lead)		4-Jan 30- <i>F</i>	Apr	Completed		58 224 58 174	119					Page 2								

PROJECT NAME: Sexual Health Services Mobilisation Plan Template	PHASE 3: ASHFORD AND S	T PETER'S HOSPITAL		Gantt Start Date: 8-Nov-16	Go-live (Wednesday 1st April 2017)	Appendix E	
Draft TASK NAME LEAD	PLANNED TIME (Days) PLANNED START DATE DATE DATE DATE DATE DATE DATE DAT	RAG Update Comment	Cal Start Cal End Work Days NOTES /	S / US 08/11 15/11 22/11 29/11 06/12 13/12 20/12 27/12	03/01 10/01 17/01 24/01 31/01 07/02 14/02 21/02 28/02 07/03 14/03 21/03 28/03 04/04 11/04 18/04 25/04 02/05 09/05 16/05	5 23/05 30/05 06/06 13/06 20/06 27/06 04/07 11/07 18/07 25/07 01/08 08/08 15/0	38 22/08 29/08 05/09 12/09 19/09 26/09 03/10 10/10 17/10 24/10 31/10 07/11 14/11 21/11 28/11
Develop local care/treatment pathways and referral processes for all clinical and outreach/Chlamydia services Surrey Service Manager Outreach Programme Leade	241 2-Feb 30-Sep 2-Feb	Ongoing Pathways to be agreed for ASPH Blanhc Herriot Unit legacy services once agreement has been reached about these services between ASPH and Commissioners			+ # # #		
Develop Surrey Audit Plan and embed within existing CNWL Audit Programme arrangements Surrey Consultant SRH Lead Surrey Service Manager	80 1-Apr 19-Jun 1-Apr 5-May	Completed	145 224 56 145 179 25				
Establish notes review arrangements and embed within existing CNWL clinical governance arrangements Surrey Consultant SRH Lead Surrey Service Manager	80 1-Apr 19-Jun 1-Apr 5-May	Completed	145 224 56				
Ensure emergency equipment is available at each site and that staff have the appropriate competencies to use the equipment Surrey Service Manager	111 1-Mar 19-Jun 1-Mar 1-Apr	Completed	145 179 25 114 224 79				
Identify furniture and equipment requirements (clinical and non-clinical) and procure Surrey Service Manager	15 30-Jan 13-Feb 30-Jan 1-Apr	Completed	84 98 10 84 145 45				
Procure and deliver clinical supplies and implement stock control arrangements Surrey Service Manager Transformation Manager	15 30-Jan 13-Feb 30-Jan 1-Apr	Completed	84 98 10 84 145 45				
Complete premises Health and Safety Risk Assessments Surrey Service Manager Transformation Manager	15 30-Jan 13-Feb 30-Jan 31-Jul	Completed	84 98 10 84 266 130				
Carry out an IPC (Infection prevention control) inspection at all sites and ensure compliance with requirements Surrey Service Manager Transformation Manager	141 30-Jan 19-Jun 30-Jan 30-Apr	Completed	84 224 100 84 174 65				
Train staff in clinical governance arrangement, polices, practices, incident reporting (DATIX), care/treatment pathways and referral processes through communications channels and learning and development arrangements Train staff in clinical governance arrangement, polices, practices, incident reporting (DATIX), Surrey Consultant SRH Lead Surrey Service Manager	29 2-Oct 30-Oct	Will commence as part of local indcuction of staff post 1 October 2017 ASPH TUPE transfer.	329 357 20 #VALUE! #VALUE!		* # # # #		
Train all staff in medicines management and prescription management Chief Pharmacist	29 2-Oct 30-Oct	Ongoing Will commence as part of local indcuction of staff post 1 October 2017 ASPH TUPE transfer.	329 357 20 #VALUE! #VALUE! #VALUE!	#######################################	# # # # # # # # # # # # # # # # # # #		
Ensure appropriate Information Sharing Agreements are in place with commissioners and relevant providers Head of Performance	92 1-Jul 30-Sep 1-Jul 12-Sep	Completed	236 327 66 236 309 52	ned.			
7 HIV Treatment and Care			Actual				
Plan and deliver HIV Transition Clinics at the St Peter's Hospital Site for between 6-9 months to support Blanch Herriot Unit patients who choose to transfer ther care to CNWL. Clinical Director Surrey Consultant HIV Lead	304 1-Aug 31-May 1-Aug	Clinics will be deliverd by staff who transfer to CNWL from ASPH and agreement for this has been reached with individual staff as part of the TUPE consultation.					
Produce and distribute Patient Information Leaflet about the CNWL HIV Transition Clinics CNWL dedicated HIV Telephone number and	30 1-Sep 30-Sep 1-Sep	Ongoing Information leafetd finalised and with printers	298 327 22 298 #VALUE! #VALUE!	#######################################	# # # # # # # # # # # # # # # # # # #		
email address made available for all HIV patients currently attending for care at ASPH. 7.5 Marketing Surrey Service Manager	13 18-Sep 30-Sep 18-Sep	Ongoing Details included in Patient Information Leaflet for Hiv Transition Clinics, Commissioners September briefing to stakeholders and ASPH Mobiisation meeting. CNWL website currebtly being udated to include thi information.	315 327 10		# # # #		
Arrangements in place for ASPH to send CNWL patient consent forms and care summary records for HIV patients who choose to transfer their care to CNWL. Surrey Clinical Nurse Lead Head of Performance	11 19 Son 29 Son 19 Son	Ongoing Data Transfer Agrement with ASPH signed on 12 September 2017. ASPH will send CNWL (patient consented) information by 28 September 2017 for those patients who choose to transfer their care to CNWL. CNWL will also have access to the ASPH Clinical System for those patients who attend CNWL services and who previosuly attended ASPH (and did not provide consent to a data transfe prior to 1 October 2017. Access to th ASPH Clinical System by CNWL staff will be on the basis that the staff hole Honorary Contracts with ASPH and that patients provide CNWL with written consent for the transfer of their information.	D 315 325 8				

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8 Workforce										Planned Actual																				
HR Review TUPE list to ensure all staff eligible for TUPE	Divisional Strategic HR Business Partner	I Δ ⊢ ≺-(Oct 6-0	Oct 26	-Jul 4-Aug	Completed		330 333	33 4																					
Service and Finance Team incorporate all staffinto costings	Divisonal Finance Manager	4 3-0	Oct 6-0	Oct 3-	Oct 6-Oct	Completed		330 333	3 4																					
Plan and deliver local induction for new staff (to include Datix Reporting)							Training Day for CNWL IT and Clinical	330 333	3 4																					
8.3	Divisional Strategic HR Business Partner Surrey Service	.	Jul 30-	Oct 26	-Jul	Ongoing	System scheduled for 3 October 2017 and there will be an additional day scheduled for staff unable to attend		69																					
Plan staff supervision programme	Manager						on 3 October.	261 #VALUE!	! #VALUE!	##:	########	#####		######	####															
(management, clinical and professional supervision). Book annual appraisal dates. Subject to agreement with current providers	Surrey Service Manager	97 26-	Jul 30-	Oct 26	-Jul	Ongoing		261 357	69																					
allow access to current staff	-							261 #VALUE!	! #VALUE!	# # :	#########	#####	#################	######	####															
Engage with current providers' proposed TUPE consultation and timeline and prepare TUPE measures as part of current providers' TUPE consultant plans	Divisional Strategic HR Business Partner Deputy Service Director	.	Aug 20-	Sep 16-	Aug 20-Sep	Completed		282 317	.7 26																					
								282 317	.7 26																					
All new staff to attend corporate induction, including statutory and mandatory training	Divisional Strategic HR Business Partner Deputy Service	.	Oct 31-	Dec		Ongoing	Commences post TUPE transfer.	328 419	.9 36																					
	Director							#VALUE! #VALUE!	! #VALUE!	##:	########	#####	##################	######	####															
Creation of service specific Training Strategy and Plan	Divisional Strategic HR Business Partner Surrey Service Manager	.	Oct 30-	Nov		Ongoing	Commences post TUPE transfer.	328 388	36																					
Book all required training for staff including								-42681 #VALUE!		# # :	#########	#####		######	####															
8.8 statutory and mandatory training not completed at induction	Surrey Service Manager	61 1-0	Oct 30-	Nov		Ongoing	Commences post TUPE transfer.	328 388 #VALUE! #VALUE!		##:	########	#####	# # # # # # # # # # # # # # # # # # # #	######	####															
3 Month Probationary Review for new employees	Deputy Service Director	92 1-0	Oct 31-	Dec		Ongoing	Commences post TUPE transfer.	328 419	.9 36																					
Apply probationary guidelines for new employees in accordance with CNWL	Deputy Service Director	11 31-1	Dec 10-	Jan		Ongoing	Commences post TUPE transfer.	#VALUE! #VALUE!	.9	##:	#########	#####	# # # # # # # # # # # # # # # # # #	#######	####															
processes								#VALUE! #VALUE!	! #VALUE!	# # :	########	#####	# # # # # # # # # # # # # # # # #	#######	####															

Ongoing