

## I2I Pilot - Implementation Timeline

Date		Key Activities
2015	24 April	Workshop held with DoNs and key stakeholders
	May	Approach documented and circulated for review Updated document submitted to NSWP Board
	23 June	NSWP Board approve the I2I initiative concept and give 'go ahead' for the Pilot
	July	NSWP created I2I Toolkit containing: an advertising poster; Expressions of Interest Form; Role Summaries; Information Leaflet; Job Shadowing Agreement; Learning Outcomes; Reflective Account; Improvement Initiative; and Host Feedback
	August September	Within participating organisations <ul style="list-style-type: none"> <li>internal Sponsor and selection process agreed e.g. through Expressions of Interest Forms</li> <li><b>Participant(s) confirmed</b></li> <li>Participant(s) briefed by internal Sponsor and provided with initial contacts to set-up job shadowing placements</li> <li>Participants agree their Learning Outcomes with Line Manager</li> <li>Participants arrange their job shadowing placements</li> <li>Participant (s) booked out of service for the morning of 16th October to attend briefing</li> </ul>
	By 28 August	<b>Confirm names/contact details of Participants to Sue Hill (NSWP)</b> to ensure individuals are sent invites to attend the Pilot Briefing meeting
	4 September 10 September 06 October	Lead Sponsor (Elaine James) reports progress to <ul style="list-style-type: none"> <li>NSWP Board meeting</li> <li>DoNs meeting</li> </ul>
	16 October	Participants, Lead Sponsor (Elaine James) and NSWP attend <ul style="list-style-type: none"> <li>the <b>I2I Pilot cohort briefing session</b> - designed to enable the cohort to meet and be briefed the Participants about their involvement in the Pilot</li> </ul>
	03 December	Lead Sponsor (Elaine James) reports progress to <ul style="list-style-type: none"> <li>NSWP Board meeting</li> </ul>
	October November December	Participants <ul style="list-style-type: none"> <li><b>undertake their 3 job shadowing placements</b></li> <li>reflect on their Learning Outcomes</li> <li>implement a modest service improvement initiative</li> </ul> Host organisations <ul style="list-style-type: none"> <li>support the job shadowing requests</li> <li>provide feedback on their I2I experiences</li> </ul> NSWP <ul style="list-style-type: none"> <li>collate feedback from host organisations about their I2I experience</li> <li>organise Review Workshop – date tbc</li> </ul>
2016	January February March	
	10 March	Lead Sponsor (Elaine James) reports progress to <ul style="list-style-type: none"> <li>NSWP Board meeting</li> </ul>
	April	Participants, Lead Sponsor (Elaine James) and NSWP attend <ul style="list-style-type: none"> <li>the <b>I2I Pilot Review Workshop</b> – designed to collate and explore the feedback about the I2I experience to improve it for future use</li> </ul> Sponsoring group and NSWP <ul style="list-style-type: none"> <li>update the approach and built into Business As Usual for the Norfolk &amp; Suffolk health and care system</li> </ul>

