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| **Activity** | **Done** |
| 1. Knowledge and understanding of the current local HIU data. |  |
| 2. Awareness of the current management of HIUs. |  |
| 3. Identify key local stakeholders for the project:  • ED Consultant  • ED Clinical Director  • ED Matron  • Executive sponsor of SHarED project  • Drug Nurses  • Alcohol Nurses  • Psychiatry liaison |  |
| 4. Review and consider local challenges and factors for success. |  |
| 5. Identify key roles at local level: ED Consultant, ED Matron, HIU Co-ordinator. |  |
| 6. Develop project delivery plan at local level with start and finish dates for each unit (use of the example project delivery timeline). |  |
| 7. Develop a communications plan for local implementation. |  |
| 8. Agree local triaging tool and prioritisation process. |  |
| 9. Develop all documentation:  • Personal Support Plan  • Patient Letter and questionnaire  • GP letter and questionnaire  • Multi-disciplinary Terms of Reference |  |
| 10. Agree governance process for Personal Support Plan ‘sign off’. |  |
| 11. Agree communication plan with the trust Communications Team. |  |
| 12. Clarify process for placing alerts on the Clinical Record System. |  |
| 13. Design a training plan for the Emergency Department Staff. |  |
| 14. Develop the training resources. |  |
| 15. Agree a data review process is in place: Who? How frequently? |  |

Get Ready For SHarED Set-up Checklist