

**APPENDIX 4 Implementation Plan – Settings of Care Policy**

ITEM	ACTION	COMPLETION DATE	LEAD	ACTION BY
1.	All relevant stakeholders have reviewed The Settings of Care Policy.	August 2017	Carmel O'Brien Chief Nurse and Quality Officer	Pragati Baddhan Head of Communications and Engagement
2.	Hold a series of briefing sessions with all Midlands and Lancashire Commissioning Support Unit (ML CSU) and CCG Leads	August – September 2017	Carmel O'Brien Chief Nurse and Quality Officer	Noelle Rolston Senior Contracts and Provider Performance Manager CHC,PHB and IFR
3.	Review the Terms of Reference and composition of the High Risk and Complex Care Panel	August 2017	Carmel O'Brien Chief Nurse and Quality Officer	Noelle Rolston Senior Contracts and Provider Performance Manager CHC,PHB and IFR
4.	Develop and distribute a briefing letter to all East Leicestershire and Rutland CCG patients in receipt of continuing healthcare (CHC) regarding policy approval.	August 2017	Carmel O'Brien Chief Nurse and Quality Officer	Pragati Baddhan Head of Communications and Engagement
5.	Develop and distribute a briefing letter to all East Leicestershire and Rutland CCG patients in receipt of CHC regarding policy implementation (“go live”) date.	September 2017	Carmel O'Brien Chief Nurse and Quality Officer	Pragati Baddhan Head of Communications and Engagement
6.	Development of Settings of Care Policy delivery Standard Operating Procedure (SOP).	September 2017	Carmel O'Brien Chief Nurse and Quality Officer	Noelle Rolston Senior Contracts and Provider Performance Manager CHC,PHB and IFR
7.	Development of local dispute resolution process.	September 2017	Carmel O'Brien Chief Nurse and Quality Officer	Daljit Bains Head of Corporate Governance and Legal Affairs / Noelle Rolston Senior Contracts and Provider Performance Manager CHC,PHB and IFR
8.	Develop and deliver a series of training sessions to CCG and MLCSU leads regarding application of the policy and processes.	September 2017	Carmel O'Brien Chief Nurse and Quality Officer	Noelle Rolston Senior Contracts and Provider Performance Manager CHC,PHB and IFR / MLCSU
9.	Undertake a review of policy application.	January 2018	Carmel O'Brien Chief Nurse and Quality Officer / Pragati Baddhan Head of Communications and Engagement	Simon Pizzey Head of Planning and Strategic Commissioning / Noelle Rolston Senior Contracts and Provider Performance Manager

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