



APPENDIX 2

| Transparency of Care Project Readiness position |
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| Trust Name: Completed by (name and job title) |
| Please answer the questions as fully as possible, to assess your readiness to undertake the project |
| 1. Is your Trust Board fully supportive of the project? How have you achieved this? What evidence can you give? |
| 2. Have key managers been briefed? Who are these? How have they been briefed? |
| 3. Who will lead the project? (please supply name, position and contact details) |
| 4. Have you agreed the measures across the organisation? What are they? Have you agreed the definitions? Have these been piloted? |
| 5. Have you identified your stakeholders? Who are they? How have they been involved in the planning stage? |
| 6. Have you agreed your communication plan? What is it? Has your communications team been involved? |



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| <p>7. Have you collected your baseline data? Is this robust? Do you have any concerns about accuracy?</p> |
| <p>8. Have you verified your level of harm? Is this robust? Do you have any concerns about accuracy?</p> |
| <p>9. Have you identified any training needs within your teams? How have these been addressed?</p> |
| <p>10. Have you agreed how to capture and evidence data? What medium will you use? Paper or electronic? Will all staff understand how to use it?</p> |
| <p>11. Have you agreed the governance structure? What does it look like?</p> |
| <p>12. Have you written an action list? What are your next steps?</p> |



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Please complete and return to Charlotte Sherlock at charlotte.sherlock@northwest.nhs.uk by the **31st August 2012**