

IQIPS PROJECT PLAN TEMPLATE

This document is intended as guidance only

Prior to making an application to UKAS for accreditation physiology services are encouraged to attend a Preparation for Accreditation workshop and to undertake regular gap analysis using Traffic Light Ready - diagnostic to self-check their readiness against the IQIPS Standard.

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Objective	Actions	Lead	Other Stakeholders	Time-scale
1.0 Pre-application	<p>Register for Traffic Light Ready (TLR) by completing registration form Receive personal login and allocate to users</p> <p>Complete TLR and determine readiness for formal application</p>	Senior management with project Coordinator	Project team	Week 1 ≥ 52
2.0 Formal application	Submit completed application information with signed copy of UKAS Agreement, Supplement Agreement, UKAS Terms and Conditions of Business for IQIPS Customers, <u>project plan</u> and application fee to UKAS	Senior management e.g. Clinical Director or Service Manager	Project Coordinator	Week 1
3.0 Prepare for pre-assessment and Contract Review	<p>Receive personal login and allocate User logins to other members of local Project Team such as Domain and Standard Statement Leads</p> <p>Agree date and time for call with Assessment Manager to discuss pre-assessment and contract review. (online and/or on site visit)</p> <p>Upload and submit 'About You' information to UKAS. Prepare and submit pre-assessment information to UKAS. <i>NB: All information to be received by</i></p>	Senior management with Project Coordinator	Project team	Weeks 2 - 8

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	<i>UKAS 10 working days prior to agreed date for meeting</i>			
4.0 Online pre-assessment and Contract Review meeting	<p>Phone call with Assessment Manager to discuss scope of activity, locations etc</p> <p>Receive detailed feedback from UKAS assessment manager in pre-assessment report</p> <p>Agree a date for on-site pre-assessment (staged pathway only if customer wishes to pay fee)</p> <p>Agree issued quotation for fees and arrange for payment of 1st annual instalment within 30 days.</p>	Project Coordinator and Project team	Senior management and project team	Weeks 8-14
5.0 Optional on site pre - assessment	<p>Provide UKAS with pre- assessment information on agreed date. On site visit initiated</p> <p>Feedback received from UKAS assessment manager 15 working days later.</p>	Project Coordinator	Senior management and Project team	Week 8-14
6.0 Progress identified work supported by regular monitoring	Continue to develop and improve service based on identified need and feedback received	Project Coordinator and Project team	Extended service personnel	2 x weekly meetings

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	<p>Regularly review (at least every two weeks) the overall project plan based on progress and any feedback received from project team</p> <p>As soon as possible, agree a date for submission of documents for examination by assessment team (be realistic!) with your UKAS assessment manager. <i>NB: on site assessment visit dates are automatically schedule for 10-12 weeks following that date</i></p> <p>Receive and acknowledge details of appointed assessment team</p> <p>Contact UKAS assessment manager for advice as necessary Advise UKAS as early as possible of any delays to project or need for postponement</p>			
7.0 Conduct mock internal assessment	Approximately 4 weeks prior to agreed submission date for formal assessment review of full range of service documentation by internal	External Panel with Project Coordinator	Project Team	

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	<p>peers e.g. representatives from Clinical Audit, Peer Review, CPA Quality Manager, PALs etc.</p> <p>Continue to develop and improve service based on identified need mock assessment</p>			
8.0 Management sign-off	<p>Present service documentation to Service Management for sign off</p> <p>Submit service documentation to UKAS by agreed date</p>	Service management and Project Coordinator	Project team	<i>NB: 5-8 weeks prior to the on-site assessment.</i>
9.0 Prepare for on-site assessment	<p>Receive Draft Visit Plan from UKAS four weeks prior to on-site assessment visit dates</p> <p>Notify key personnel to be available for interviews.</p> <p>Arrange escorts for individual members of the assessment team</p> <p>Make travel arrangements for visits to locations, where necessary</p> <p>Book suitable meeting and private</p>	Project Coordinator	Project team	

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	rooms and other facilities such as internet access, identify badges and lunches Arrange for senior management to be available for Closing meeting			
10.0 On site assessment	Meet assessment team and provide with appropriate authorisation 8:30 am Attend Opening meeting Monitor progress with Visit Plan throughout the visit period Attend Closing meeting as agreed to receive findings and recommendation Agree date for submission of evidence to clear findings.	Project Coordinator	Senior management and Project team	<i>NB: At least four months prior to maximum cut off period</i>
11.0 Post assessment	Receive Assessment Report and Improvement Action Report from UKAS five days after visit Develop and agree action plan for clearing any findings Receive an offer of accreditation and draft Schedule of Accreditation from UKAS	Project Coordinator	Service management and Project team	<i>NB: The UKAS assessment team is able to allow a maximum period of up to 12 weeks.</i>

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	<p>Amend draft Schedule, if necessary, and return to UKAS with signed Acceptance Form</p> <p>Submit evidence to clear findings to UKAS by agreed date</p>			
12.0 Grant of Accreditation	<p>Receive grant of accreditation letter, Accreditation Certificate and guide for use of the accreditation logo from UKAS. The Schedule of accreditation will be published on the website www.ukas.com</p> <p>Continue to develop and improve service based on identified need and feedback received</p> <p>Prepare for first surveillance assessment</p>	UKAS accreditation manager to Project Coordinator	Service management and Project team and personnel	<i>NB: A maximum period of up to 24 months is allowed from application to grant of accreditation</i>