

Telestroke - Checklist of Implementation Tasks

Tasks	Target date	BTFT	LTHT	ELTH	UHMBT	SOFT	NCUHT	Resp person
Finance								
Consortium agreement signed off	31 st Jan 2011							DOF
Agreement to Burnbank funding	31 st Jan 2011							Business Manager
Documentation								
Add Video Consent to existing policy	29 th Nov 2010							Gov Lead
Privacy Impact Statement	29 th Nov 2010							Inf. Gov Lead
Equality Diversity Assessment on Project	31 st Jan 2011							Local team
Equality Diversity Assessment on Governance Policy	28 th Feb 2011							Local team
Equality Diversity Assessment on Operational Policy	28 th Feb 2011							Local team
Ratification of Governance Policy	28 th Feb 2011							Gov Lead
Ratification of Operational Policy	28 th Feb 2011							Gov Lead
Telestroke Walkthrough								
Storage for telecart	28 th Feb 2011							Business Manager
Installation of extra IP points	14 th Feb. 2011							Local IT person
Installation of extra power points	14 th Feb. 2011							Business Manager
Out of hours thrombolysis pathway agreed	31 st Jan 2011							Local Stroke Lead
Training								
All Consultants signed off as per ops policy competencies	28 th Feb 2011							Local Stroke Lead
Identify middle grades and junior docs that require training	31 st Jan 2011							Local Stroke Lead
All middle grade and junior docs signed off as per ops policy competencies	31 st March 2011							Local Stroke Lead
All Nurses signed off as per ops policy competencies	31 st March							Local Stroke Nurse Lead
A/E reception staff all trained in FAST	31 st March							A/E sister
Communications								
List of Consultant mobile numbers supplied to NCUHT	31 st Jan 2011							Business Manager
List of switchboard numbers supplied to NCUHT	31 st Jan 2011							Business Manager
List of CT managers supplied to NCUHT	31 st Jan 2011							Radiology Manager

Outstanding tasks	Target date	BTFT	LTHT	ELTH	UHMBT	SOFT	NCUHT	Resp person
Data Collection								
Confirmation of signup to SITS-ISTR	31 st Jan 2011							Local Stroke Lead
Confirmation of signup to SINAP	31 st Jan 2011							Local Stroke Lead
KEY								
Outstanding								
In progress								
Completed								
Not Applicable	N/A							