

Summary Care Record PIP timeline



WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7	WEEK 8	WEEK 9	WEEK 10	WEEK 11	WEEK 12	WEEK 24 (PIP PERIOD ENDS)
1 Public information event planning/preparation – refer to <i>How to</i> guide											Start of 12 week PIP period	
1 Communications strategy/plan						2 Media briefings – as required						
1 Internal communications plan						2 MP briefings – as required						
			1 Order communications material – refer to <i>guidance</i> on process			2 Staff briefings – as required						
2 Media engagement planning/preparation												
1 MP engagement planning/preparation												5 Ensure <i>new patient process</i> in place
			1 Draft patient letter – refer to <i>PIP toolkit</i>									
5 Plan process for new patients/enquiries – refer to <i>online materials</i>						1 Final patient letter update and PCT sign off						
						3 Data extract and mail house activities – refer to <i>guidance</i>						
3 Mail house preparation – refer to <i>guidance</i>												
3 Notify NHS CFH if you are not using the SCR central mailing house												2 Media activity
4 Plan local promotion and awareness raising campaign – refer to <i>How to</i> guide												4 Implement local promotion and awareness raising campaign
											1 Begin evaluation activity (ensure this is part of your communications strategy)	

PIP AWARENESS PROGRAMME

