Procedural Document Implementation Plan

**Procedure Title:** Accessible Information and Communication Support Guidance

**Lead Director:** Medical Director/Director of Nursing **Procedure lead:** Peter Sheils **Ratifying Group**: Quality Committee

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| **Objective** | **Action** | **Lead** | **Timescale** | **Progress/Outcome** |
| 1. All staff are made aware of the guidance and how to access it. | The guidance will be advertised in the weekly staff bulletin and accessible via the Accessible Information Standard page of the intranet. | Peter Sheils | By the end of March 2017 |  |
| 2. Appropriate training is provided to staff. | Online training is made available to staff regarding the requirements of the Accessible Information Standard, via the designated intranet page for the Accessible Information Standard. | Peter Sheils | By the end of March 2017 |  |