

Project: Healthy X – Q4

Quarter	Milestones on route to delivering key project tasks	Progress to date	Learning points to share
April – June 2002	<ul style="list-style-type: none"> • Recruit new Health Information and Training Manager • Set up HeLP Board • Organise taster course/s – pre CD&H – and recruit for course • Attend Lay Health Educators partnership meetings 	<ul style="list-style-type: none"> • Health Information & Worker (Cheryl Heeley) appointed 10 June 02. • HeLP Board now set up - meetings 14 May & 2 July. • Taster courses delayed due to late appointment of Health Information & Training Worker - milestone to be met in next quarter. • No Lay Educator Meeting attended. 	
July – September 2002	<ul style="list-style-type: none"> • Complete recruitment and start CD&H course • Produce first draft of Action Plan for Health Information project • Attend Lay Health Educators partnership meetings • Attend CHAG meetings • Organise a HeLP network event • Recruit for next CD&H course 	<ul style="list-style-type: none"> • Recruitment completed and course started - 11 participants. • Draft Action Plan produced. Now looking to develop pilot projects to test out thinking. • No Lay Educator Meeting attended. • CHAG meetings attended • HeLP network event currently being organised - event due 28 Nov • Recruitment well underway - should be full. 	<ul style="list-style-type: none"> • I could do with some help identifying where and when Lay Educator's meetings take place.
October – December 2002	<ul style="list-style-type: none"> • Complete CD&H course • Support the trainees in progression routes from the course • Develop the Health Information Action Plan and start its implementation e.g. set up a Steering Group, organise appropriate training • Attend Lay Health Educators partnership meetings • Attend CHAG meetings • Recruit for next CD&H course • Implement funding strategy • Start new CD&H course 	<ul style="list-style-type: none"> • ICDH course completed by 8 people • Support into progression for 9 trainees given, presentation skills training follow on arranged • Development of a Health Information Plan now stalled due to the creation of PALS service and other telephone help-lines. Health Information now to be delivered on a one-to-one basis via PHITs project. • No Lay Educator Meeting attended. • CHAG meetings attended • Recruitment for next ICD&H course well under way • Funding strategy progressing • New CD&H course planned to start in Jan 2003 • HeLP network event organised and very successful 	
January – March 2003	<ul style="list-style-type: none"> • Attend Lay Health Educators partnership meetings • Attend CHAG meetings • Organise a HeLP network event • Complete CD&H course • Secure funding for subsequent years 	<ul style="list-style-type: none"> • No Lay Educator Meeting attended. • CHAG meetings attended • HeLP Network event not organised - member of staff on long term sickness. Arrangements now in place to develop network • ICD&H course completed • Funding now secure until March 2006 	<ul style="list-style-type: none"> • I could still do with some help identifying where and when Lay Educator's meetings take place.