Timeline for the development of CTM UHB's first PNA -2021 w/c dates

Indicates a week containing a bank or public holiday

		23-Nov-20		04-Jan-21	11-Jan-21	18-Jan-21	25-Jan-21	01-Feb-21	08-Feb-21	15-Feb-21	22-Feb-21	01-Mar-21	08-Mar-21	15-Mar-21	22-Mar-21	29-Mar-21	05-Apr-21	12-Apr-21	19-Apr-21	26-Apr-21	03-May-21	10-May-21	17-May-21	24-May-21	31-May-21	07-Jun-21	14-Jun-21	21-Jun-21	28-Jun-21	05-Jul-21	12-Jul-21	19-Jul-21	26-Jul-21	02-Aug-21	09-Aug-21	16-Aug-21	23-Aug-21	30-Aug-21	06-Sep-21	13-Sep-21	20-Sep-21	27-Sep-21			
		1	2 to 6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47
	Steering group meetings. Remainder to be scheduled in line with the group's wishes. Suggested weeks shown.	24th										1st				29th																				16th									
	Timeline signed off at first steering group meeting.																																												
	Management Board meetings; on behalf of Board:																		21st																				8th						
Health needs and priorities	Obtain reference documentation eg needs assessments																																												
	Obtain information on known housing development, regeneration projects or transport developments that are current or will occur within the lifetime of the PNA																																												
	Obtain any additional data																																												
	Agree localities to be used at first steering group meeting																																												
	Analyse data									note: enhar		note: enhanced services and housing developments and disp drs sites and cluster alignment issues																																
Patient/public questionnaire	Patient/public questionnaire agreed																																												
	Translate patient/public questionnaire																																												
	Upload questionnaire to online platform																																												
	Promote questionnaire via health board's website, communications channels and online presence, and via press release																																												
	Questionnaire runs for four weeks																																												
	Translate any responses in Welsh																																												
	Analysis of questionnaire responses																																												
Current pharmaceutical services provision	Provider map to be produced				subject to alignment and cluster level																																								
	Upload contractor questionnaires to online platform																																												
	Contractor questionnaires open for four weeks	ended 20/12/2020																																											
	Analyse responses																																												
	Obtain dispensing data and advanced and enhanced services activity data																																												
	Analyse service provision data									cluster alignment and PH data layers																																		
Synthesis and drafting	Draft overview, health needs, identified patient groups and patient/public engagement results sections of the PNA																																												
	Draft pharmaceutical services sections																																												
	Undertake locality assessments																																												
	Share first complete draft PNA with the steering group													by chapter then target full draft on 23/03 subject to issues																															
	Incorporate comments from steering group																																												
	Share final draft of pre-consultation PNA with steering group																																												
	PNA signed off by steering group for consultation																																												
Consultation	Steering group agrees consultation questions																																												
	Consultation documents drafted																																												
	Consultation documents translated																																												
	Liaision with health board's communications team																																												
	Consultation documents uploaded to online platform																																												
	Consultation runs for 60 days																																												
	Translate any responses in Welsh																																												
	Review consultation response and produce consultation report																																												
	Consultation report shared with steering group																																												
	Final comments from steering group received																																												
	PNA finalised																																												
	Final version of PNA translated																																												
	Final version of PNA submitted to the steering group																																												
	Sign-off by steering group																																												
	Final version of the PNA submitted to the committee with authority to sign it off																																												
	Final PNA signed off by the committee with authority to sign it off																																												
	PNA published by 1 October 2021																																												