

Agenda tick list

Item (on review days)	Suggested time
Introduction to review for IPS team	15-30 minutes
Interview with Team lead	1 hour
Individual interview with ES's involved in the review	1 hour per ES
Interview with Service Manager	30 minutes
Interview with DWP	30 minutes
Interview with senior executive	15-30 minutes
Interview with service users covering all clinical teams being assessed (at least 3 people – one new to the service, one job searching, one with a job)	15 mins per person
Interview with clinicians (2 from each clinical team being assessed)	30 minutes per person
Interview with clinical team manager	30 minutes
Employer engagement observation x 2 (one follow-up with a known employer and one new contact)	30 minutes
Initial feedback session for IPS team at the end of the review	30 minutes
Item (after review days)	Suggested time
Feedback session with IPS service to go through report	2 hours
Feedback session with Senior Executive sponsor to go through report	30 minutes