



ACP 360 Targets and Responsibilities

The ACP 360 team will:

- Send the assessment pack within 5 working days of receiving a completed enrolment form and payment being confirmed to psychiatrists who enroll as individuals, or as part of a bulk enrolment of fewer than 10 psychiatrists,.
- Send the assessment pack within 10 working days of receiving a completed enrolment form and payment being confirmed to psychiatrists who enroll as part of a bulk enrolment of more than 10 psychiatrists (the only exception will be a delay is agreed with the trust that makes the booking).
- Send the final ACP 360 report within 10 working days of the minimum number of returns (the delay is to allow for late returns).
- Send a reminder e-mail to colleague assessors four weeks after they were initially contacted if the recommended minimum number of 13 colleagues have not submitted questionnaires by that time. A maximum of 2 emails will be sent to colleagues therefore the participating psychiatrist will be notified there are still insufficient returns two weeks after the reminder.
- Inform the participating psychiatrist if the recommended minimum number of 25 service user questionnaires has not been returned within 6 weeks of the first questionnaire reaching the CCQI.
- Produce a report 6 months after the first questionnaire was returned, using the colleague and service user questionnaires that have been received, if the minimum number of colleague or service user returns has not been received before that time.
- Add a disclaimer to reports that are based on data from fewer than the recommended minimum number of colleague or service user returns.

The participating psychiatrist:

- Must inform the ACP 360 team on enrolment if they require the final report in less than 8 weeks from the date that the assessment starts.
- Is responsible for ensuring that the assessment process starts within 12 months of their receiving the instruction pack. Their enrolment will lapse after this time.
- Should supply contact details of additional colleagues if the minimum number of 13 have not submitted questionnaires two weeks after the reminder e-mail has been sent (this will be six weeks after the assessment has started – see paragraph 4 above).