Timeline

IntegratedEthics Program Officer	Mo 1	Mo 2	Mo 3	Mo 4	Mo 5	Mo 6	Mo 7	Mo 8	Mo 9	Mo 10	Mo 11	Mo 12
Get Started												
Read IE toolkit and primers (M 1)	■											
Meet with coordinators (M 1)	■											
Engage with VISN IE community (M 1)	■											
Complete EC, PE, and EL video courses (M 2 & 3)		■	■									
Develop IE Council (M 2 & 3)		■	■									
Plan and implement IE communications strategy (M 3)			■									
Engage with the National IE Community												
Register with the national IntegratedEthics website (M 1)	■											
Participate in IE teleconferences (M 3 thru 12)			■	■	■	■	■	■	■	■	■	■
Understand Your Current Ethics Program												
Develop a plan to complete IE Facility Workbook (M 2)		■										
Coordinate completion of IE Facility Workbook (M 2 & 3)		■	■									
Review results of IE Facility Workbook (M 4)				■								
Coordinate IE Council Activities												
Help educate IE Council and facility leadership (M 2 thru 5)		■	■	■	■							
Help organize EC, PE, and EL functions (M 3 thru 7)			■	■	■	■	■					
Roll out IntegratedEthics online courses (M 4)				■								
Plan development of IE policy (M 12)												■
Coordinate Ongoing Activities												
Establish regular communication with the VISN POC (M 4 thru 12)				■	■	■	■	■	■	■	■	■
Provide support as needed to PE, EC, and EL (M 7 thru 12)							■	■	■	■	■	■
Survey Your Staff												
Develop Plan to Administer IE Staff Survey (M 3 & 4)			■	■								
Administer IE Staff Survey (M 5)					■							
Publicize results of IE Staff Survey (M 7)							■					
Develop strategic response to survey results (M 7 & 8)							■	■				