Timeline

Preventive Ethics Coordinator	Mo 1	Mo 2	Mo 3	Mo 4	Mo 5	Mo 6	Mo 7	Mo 8	Mo 9	Mo 10	Mo 11	Mo 12
Educate Yourself												
Read PE toolkit and review primer (M 1)												
Complete PE video course (M 1)												
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												
Contribute to completion of IE Facility Workbook (M 2 & 3)												
Review IE Staff Survey results (M 9 thru 12)												
Organize the PE Function												
Organize the PE function (M 2 thru 4)												
Identify members of PE function (M 3 & 4)												
Draft a PE policy (M 12)												
Educate PE Team												
Distribute IE communications materials (M 4)												
Distribute PE primer (M 4)												
Schedule and organize PE video course (M 5)												
Discuss PE results from IE Facility Workbook (M 4 & 5)												
Use the ISSUES Approach												
Establish and maintain PE contacts (M 5 thru 12)												
Assemble list of issues (M 6)												
Begin your first ISSUES cycle (M 7 & 8)												
Continuously improve your PE process (M 7 thru 12)												