

		Phase	Pre-start		Phase 1 - Optimisation								Phase 2 - Feasibility								Phase 3 - Evaluation										Phase 4 - Dissemination									
		Milestones	Project planning		Optimisation of iHOST intervention								Embed iHOST at UCLH		Evaluate iHOST at Univeristy College London Hospital (UCLH)				Preparation for Phase 3		Embed iHOST at Staffordshire and Leeds Hospitals		Evaluate iHOST at St James's University Hospital (SJUH), Leeds & Royal Stoke University Hospital (RSUH), Staffordshire										Finalise and disseminate iHOST toolkit							
Project Month		-2	-1	1	2	3	4	5	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	
Calendar Month		Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	
OPTIMISING TOOLKIT		Finalise NHS Trust OST policy review, submit for publication																																						
		Prepare, submit and obtain ethical approval																																						
		Confirm Study Advisory Group (SAG) membership, ToR, meetings																																						
		Recruitment: RFs, project manager, UCLH nurse, data scientists																																						
		Prepare & submit NIHR set up documents																																						
		Study registration (CRN requires IRAS approvals)																																						
		Prepare and submit protocol for publication																																						
		Form PPI group, hold project input/feedback meetings																																						
	MYMEDS card development		Consult key stakeholders																																					
			Patient and drug treatment service workshops (2)																																					
			Finalise and produce MYMEDS cards																																					
	Training modules development		Consult key stakeholders																																					
			Hospital staff workshop (1)																																					
			Finalise and produce training modules																																					
	Helpline development		Patient and provider workshop (1)																																					
			Finalise helpline arrangements																																					
	Policy template development		Prepare, conduct and submit systematic review for publication																																					
			Recruit key stakeholders for Delphis study, hold study rounds																																					
			Finalise policy template, prepare and submit Delphi article for publication																																					
	iHOST champion role development		Consult key UCLH staff																																					
			Finalise iHOST champion role description																																					
			Recruit iHOST champions in UCLH																																					
		Introduce iHOST & card to local drug treatment services (DTS)																																						
		Embed iHOST toolkit at UCLH & DTS																																						
		Observations of MYMEDS card provision at DTS (~8)																																						
		Observations of iHOST champion role (~8)																																						
		Observations of MYMEDS card use in UCLH (~8)																																						
		Interviews with patients and providers (20)																																						
		Evaluate outcome measures at UCLH																																						
		London workshops to refine toolkit (2)																																						
		Conduct Staffordshire and Leeds clinical information systems review																																						
		Focus groups at Staffordshire and Leeds hospitals and DTS (4)																																						
		Embed iHOST toolkit at Staffordshire and Leeds hospitals																																						
		Observations of iHOST delivery																																						
		Clinical and HES quantitative data extraction																																						
		Interviews with patients and providers (56)																																						
	Qualitative analysis																																							
	Quantitative analysis and cost consequences analysis																																							
	Co-production workshops (3)																																							
	Finalise iHOST toolkit components																																							
	Develop implementation toolkit																																							
	Deliver health service delivery report																																							
	Design dissemination resources																																							
	Deliver online webinar training																																							
	Preparing and submitting publications																																							
	Delivering presentations to community and professional stakeholders																																							