Optimising Models of Care for Molecular Radiotherapy Services
at [Insert name]

Implementation Planning Meeting Agenda

[insert meeting date]

[insert meeting location]

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| To ensure you have the right stakeholders present, you may need to shorten the meeting and/or have multiple meetings and adapt the agenda accordingly. |

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| Time | Agenda Item | Lead |
| 9.00 | **Welcome, introductions and meeting objectives** | [Insert Chair’s name] |
| 9.15 | **Recap of the service evaluation meeting outputs**  *Presentation (15 minutes)* | [Insert Presenter’s name] |
| 9.30 | **Future service mapping: Scenario 1***Presentation, workshop and facilitated discussion (60 minutes)*[Insert a headline list of discussion points. For example, patient pathway, resource use, costs and revenue, staffing levels and pharmacy considerations] | [Insert Session Lead’s name] |
| 10.30 | **Coffee break** |  |
| 10.45 | **Future service mapping: Scenario 2** *Presentation, workshop and facilitated discussion (60 minutes)* | [Insert Session Lead’s name] |
| 11.45 | **Future service mapping: Scenario 3** *Presentation, workshop and facilitated discussion (60 minutes)* | [Insert Session Lead’s name] |
| 12.45 | **Lunch** |  |
| 13.30 | **Service model decision***Facilitated discussion (60 minutes)** Agree the optimal service model for our locality
 | [Insert Session Lead’s name] |
| 14.30 | **Action Planning***Facilitated discussion and action planning (60 minutes)*[Insert the final outputs to be achieved at the meeting and next steps. For example:* Agree a detailed implementation plan for service model redesign]
 | [Insert Chair’s name] |
| 15.30 | Summary and close |  |

[This is an example agenda only. Please adapt for local requirements]