

Fiona Cameron - General Manager

From: Caroline Harrington - Assistant Business Manager
Sent: 26 November 2001 10:58
To: Code A
Cc: Fiona Cameron - General Manager
Subject: Proposed Corporate Interview Schedule - 7th & 8th January 2002

Kellie-Anne

Proposed Corporate Interview Schedule - 7th & 8th January 2002

Listed below is a proposed schedule of interviews for the afternoon of Monday 7th January and the morning of 8th January 2002. The interviews are in the same order as they were listed in Julie Miller's e-mail, dated 12 November 2001.

Monday 7th	2.00-3.00pm	Max Millett, Chief Executive; Ian Reid, Medical Director; Eileen Thomas, Nursing Director
Monday 7th	3.30 - 4.30pm	Julie Jones, Corporate Risk Advisor; Steve King, Clinical Risk Advisor; Ian Piper, Operational Director
Tuesday 8th	9.30-10.30am	Peter King, Personnel Director; Jeff Watling, Chief Pharmacist; Lesley Humphrey, Quality Manager
Tuesday 8th	11.00 - 12.00pm	David Lee, Complaints Convener

Please would you advise on the length of time required between interviews, as you can see, I have allowed half an hour between interviews although this may be too generous depending on the number of people you wish to see. Could you also let me know what time you wish interviews to commence in both morning and afternoon sessions. I have assumed 09.30am and 2.00pm respectively, however please advise of start times if alternatives are preferred.

Please would you confirm the number of rooms you will require during the week of 7-11 January 2002, and will you require lunch to be provided or will you make your own arrangements?

Kind regards,

Caroline Harrington
Assistant Business Manager