

**Clinical Manager's Meeting – Tuesday 11<sup>th</sup> March 2003**  
**1 pm – 3 pm Small Meeting Room**

**AGENDA**

**1. Apologies:**

**2. Staff Focus:**

- |                                   |   |                     |
|-----------------------------------|---|---------------------|
| Complaints Training               | - | Ann Turner          |
| Risk Training                     | - | Caroline Harrington |
| Outpatients/Medical Records Items | - | Beverly Carter      |
| Recruitment and Retention         |   |                     |

**3. Quality Improvements:**

- Housekeepers
- Student Training
- Patient Information
- CHI Action Plan

**4. Information:**

- Patient Surveys
- Financial Issues
- Job Descriptions
- HOD's

**5. Any Other Business:**

**6. Date and Time of Next Meeting: -**

**Wednesday 9<sup>th</sup> April 2003 – 1 pm – 3 pm**  
**Small Meeting Room Upstairs Admin Block**