

Fareham and Gosport 
Primary Care Trust

Unit 180, Fareham Reach
166 Fareham Road
Gosport
PO13 0FH

Fiona Cameron
F&G PCT
Unit 180 Fareham Reach
166 Fareham Road
Gosport
PO13 0FH

Code A

11th June 2004

Dear Fiona

**HEALTHCARE COMMISSION CLINICAL GOVERNANCE REVIEW F&G PCT –
ACTION PLANNING DAY**

I am writing to confirm the Action Planning Day arrangements. These are as follows:

Date: 8th July 2004
Time: 9.30 – 13.30
Venue: Ferneham Hall, Fareham

Following a Healthcare Commission Clinical Governance Review organisations are required to develop an effective Action Plan in response to key areas for action or recommendations outlined in the Healthcare Commission's Report. We anticipate there will be 6 main recommendations arising from the report.

The aim of the day is to agree key high-level actions in response to the main recommendations in the report.

The outcomes of the day will therefore be:

1. to agree objectives in response to the key areas for action.
2. to agree the tasks and the information required to meet those objectives.
3. to identify the measurable outcomes, which will improve patient care, the process is to support them and how these will be monitored.
4. to identify the person with lead responsibility within the organisation, for implementing and monitoring the component part of the Action Plan and associated timetables.

The structure of the day will be mainly group work, focused on the principal recommendations and will provide an opportunity for all participants to continue to develop thinking about the areas for review and action. In order to achieve this, each of the groups will be facilitated by one of the executive directors from the PCT and supported by a member of the quality team. This should ensure the group is aware of current related Clinical Governance activities.

The Healthcare Commission is very clear that action plans should contain the following:

- clarity about the action required and accountability
- clear and measurable outcomes, which focus on continuous improvements
- clarity about the systems of monitoring
- clarity about responsibility for monitoring the implementation and outcomes of the action plans
- meet links to the organisation's Clinical Governance Development Plan/s

The day will finish with lunch at 13.30 I would be grateful if you could use the tear-off slip below (unless you have already done so) to indicate your intention to participate and any dietary requirements.

Yours sincerely

Fiona Cameron
Director of Nursing & Clinical Governance

**PLEASE RETURN TO: JUSTINA JEFFS, CLINICAL GOVERNANCE MANAGER,
UNIT 180 FAREHAM REACH, 166 FAREHAM ROAD, GOSPORT PO13 0FH**

EMAIL ADDRESS:

Code A

FAREHAM & GOSPORT HEALTHCARE COMMISSION CLINICAL GOVERNANCE
REVIEW REPORT – ACTION PLANNING DAY

PROGRAMME

09.00	Registration & Coffee	
09.30	Welcome & Opening Remarks	Lucy Docherty
09.35	The Review Process	Code A
09.45	Key Issues	Ian Piper
10.00	Group Work	Fiona Cameron
11.00	COFFEE BREAK	
11.15	Group Work	
12.30	Group Feedback	
13.25	Closing	Lucy Docherty
13.30	LUNCH	

The Workshop will be chaired by Lucy Docherty, Chair Fareham & Gosport PCT

Contact: Fiona Cameron **Code A**
Contact Tel No: **Code A**