

Fiona Cameron - Director of Nursing & Clinical Governance

From: Fiona Cameron - Director of Nursing & Clinical Governance
Sent: 25 May 2004 10:51
To: Exec Team; Justina Jeffs - Clinical Governance Manager; Nicky Heyworth - Clinical Governance Manager; Caroline Harrington - Risk & Litigation Manager; **Code A** PR & Communications Manager; Lucy Docherty - Chair F&G PCT
Cc: **Code A** - PA (Nursing & Clinical Governance)
Subject: HEALTHCARE COMMISSION (CHI) CLINICAL GOVERNANCE REVIEW REPORT FIRST DRAFT

All just a quick reminder for the process from the end of this week

- The first draft of the report including evidence tables and a tracking document for changes will be with us by lunchtime on the 27th May (thurs)
- We then have 5 working days to turn this round and respond to HC by 5pm on the 4th of June.
- Given that the Mon is a bank holiday we are proposing to get the draft to you on the afternoon of the 27th to give you time to review it and send initial comments to Justina by the morning of the 1st of June.
- At the risk of grannies and eggs can I suggest that you read the report several times. We need to consider both accuracy and tone. e.g. **were the report to suggest that the PCT had a tendency toward something** when in fact there was only evidence for one event then we could suggest a change in descriptive tone.
- The exec team meeting on the 1st will then be used to discuss a response.

NB all those in receipt of this e - mail are invited to attend exec team on the 1st at 2pm.

Irene please forward to Andrew, Gordon and Anne Stewart please.

Fiona Cameron
Director of Nursing & Clinical Governance
Fareham & Gosport PCT