

Caroline Harrington - Assistant Business Manager

From: Fiona Cameron - General Manager
Sent: 10 December 2001 15:25
To: Caroline Harrington - Assistant Business Manager
Subject: RE: CHI Interview schedule 7 - 11 Jan 2002

Also Patrick Carroll and Eileen may wish to be on the list. Could you check?
 Thanks. Sorry about stealing the letter, Code A is faxing it to you.

FIONA

-----Original Message-----

From: Caroline Harrington - Assistant Business Manager
Sent: 10 December 2001 15:06
To: Fiona Cameron - General Manager
Subject: RE: CHI Interview schedule 7 - 11 Jan 2002

Thanks - and yes. just wanted to get an idea of how it was panning out before I started putting names in slots.

Fiona - did you take the 'staff letter' with you? I can't find it. I've printed myself out another copy but if you could let me have the alterations we agreed this morning I can make the necessary amendments, also, we forgot to create the list of contacts to go with the staff letters. Are you able to e-mail me a list? So far I've got you, me, Jan Peach and Betty Woodland.....

-----Original Message-----

From: Fiona Cameron - General Manager
Sent: 10 December 2001 14:56
To: Caroline Harrington - Assistant Business Manager
Subject: RE: CHI Interview schedule 7 - 11 Jan 2002

These look fine. However should have said earlier, the GP's will probably want pm appointments on account of their morning surgeries. Sorry.
 Are you planning to produce the schedules in their format?

FIONA

-----Original Message-----

From: Caroline Harrington - Assistant Business Manager
Sent: 10 December 2001 14:30
To: Fiona Cameron - General Manager
Subject: CHI Interview schedule 7 - 11 Jan 2002

<< File: INTSCHED.DOC >>

I have put everyone into the schedule of times/dates and there are no spare slots, in fact Drs Beasley and Brook spill over into Friday 11th.

This is simply for your information to see how it looks so far.

I have also created some schedules like the ones they gave us - see below:

<< File: 7-1-02.DOC >>

Feel free to print them out and have a play if you want to.....

I'll keep you up to date with my progress!!

C.