

Caroline Harrington - Assistant Business Manager

From: Fiona Cameron - General Manager
Sent: 12 November 2001 16:38
To: Caroline Harrington - Assistant Business Manager
Subject: FW: Document request & core corporate interviewees



att.dat

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

Code A

Hi Fiona

Attached is a composite grid to coordinate our information request and act as a check sheet. We'll be indexing our information along the headings set out in the top left box A - K. If you could do the same, it would make like easier this end and should act as a reference for you.

Kellie has kept the left hand column blank for you to add any additional documents you think helpful. If you could forward those, as well as those highlighted, by 23 November I'd be grateful. In order to gain the input of the investigation team, I've asked them to suggest anything we've not covered, their deadline is 16 November. If the team suggest anything further, the deadline for return of that will also be 23 November. That should then be it.

I've also attached a list of corporate people we'd like to interview on the Monday pm & Tuesday. I've ordered them in the sequence we need to see them. We will be able to interview 3 people simultaneously, for a maximum of an hour. I'd rather not get into any more detail in terms of timings etc until we have the staff list from you & we can start to plan the whole week. There is a possibility that we'd like to see some of these people again on the Friday - so they need to be available then too.

Chief Executive Max
 Medical Director lan R
 Nurse Director Gileen
 Risk Manager - Julie/Steve
 Operational Director lan P.
 Personnel Director Peter
 Chief Pharmacist Jeff Watling - SMK
 Complaints Manager - Lestey
 NED Complaints Convener David Lee

The service/ward staff will follow these interviews.

Please do give me a call if any of this is unclear.

Thanks

Julie

MON 7th
 2-3 → Max, lan R, Gileen.
 3.30-4.30 → Julie, Steve, lan P.
Tues 8th
 9.30-10.30 → Peter, Jeff, Lestey
 11-12 David Lee

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Direct dial Code A

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