

Caroline Harrington - Assistant Business Manager

From: Rosemary Paxton-Support Serv
Sent: 23 November 2001 12:15
To: Caroline Harrington - Assistant Business Manager
Cc: Toni Scammell - Senior Nurse Coordinator; Fiona Cameron - General Manager; Janet Peach - Service Manager
Subject: CHI visit.

Caroline,

With regard to the above visit we have the Seminar room free for the week of 7th January plus 3 offices in the Admin block for the CHI team. I am on A/L next week back on the 3rd December if you have any queries regarding accommodation..

Regards

Rosemary

*Toni Scammell or Beverly Carter
in Rosemary Paxton's absence.*

Integrated Action Plan.

CHH work -

Manage 7-11 Jan 3 rooms for 5 days

Rosemary Paxton

2 rms - interview rms - comfortable rooms, cups, water, chairs, tables.

1 rm - comfy rm for CHH (min of 6 people)

Rooms - need to be accessible from reception areas, also for disabled people

Avoid Chapel of rest.

? Coffee lounge - close for a week for kettle, coffee, tea, sugar, squash.

QWMT Staff lists.

Dept lists: Sutter, Argad + Daedalus - Current nursing, medical, therapy & Support Staff - domestics, catering, porters.

1 list - staff multi-disc. team.
for each. ~~each~~

+ 1 list of peripetetic for each ward

CH. X Toni Scammell - generate list of
current staff.
Val Nicholson
02392 ~~02392~~ Bleep 20
x.2268.

Sutter ward - 4495.

Fiona - people who've left.

Trust- Board - current

FC [Training + Dev't - Ann Dalby
falls - Comm Hosp^{grp.} chaired by A.O

Dev'g a fall assessment tool

FC - Nursing homes