

**Justina Jeffs - Clinical Effectiveness Manager**

**From:** Code A  
**Sent:** 22 April 2004 09:10  
**To:** Justina Jeffs - Clinical Effectiveness Manager  
**Cc:** Code A  
**Subject:** Re: Timetable

Thanks Justina

Just a few things:

Can you number the teams at the top of each page

The interviews/observations need to be numbered for example 1-30 on Monday, 30 - 60 on Tuesday - continuously throughout review week

Addresses at the top of each venue and could we have the names of staff that we will be interviewing

Travel time needs to be included- e.g Monday lunch finishes at 1330 and they're scheduled to be at the dental access centre at 1330, same for team 2 and 4 and on Tuesday

Can you indicate where lunch will be each day

On Monday team 1 could they go to the dental access centre last thing in the afternoon instead of having to go back to the potteries

The team covering learning disabilities will need to have a room where they can code and record their interview in private and can they do 9 not ten interviews. Travel time will also need to be included

Where there are gaps are you waiting for people to get back to you to confirm, as we will need to fill them

On Monday team 1, 2 and 3 can go back to the hotel at 1630 and team 4 at 1700

We will do the night visit on Sunday

I'm in the office all morning so please call me if there are any problems

Many thanks

Margaret

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