

Fiona Cameron - Director of Nursing Clinical Governance

From: Neil Stubbs - Operational Director
Sent: 08 November 2004 10:26
To: Mark Wagstaff - Project Manager / Emergency Planning Co-ordinator; Fiona Cameron - Director of Nursing & Clinical Governance; Pam Phipps - Moving and Handling Nurse Specialist; Rosie Edwards - Staff Nurse; Rosie Lake - Moving and Handling Nurse Specialist; Richard Jarczyk - Podiatry Clinical Co-ord/ Home Loans Manager; Ian Taylor - Contracts & Compliance Manager; Ben Smith - Contracts & Compliance Monitoring Officer; Sue Crane - Education Adviser; Amanda Hughes - Quality Information Officer
Cc: Jane Clements - Secretary
Subject: Lifting and Handling

Following the HSE Improvement Notice the local arrangements for training have been reviewed across the three PCT's with the benefit of input and discussion.

There is now agreement on the training; what it should cover and for whom.

The next stage is to implement these changes. At the last steering group it was suggested that you are key to this!

I am writing to forewarn you that you can expect an invite to a meeting to progress this.

Getting us all together in the near future could be tricky but I hope you are OK to being contacted.

Thankyou

Neil

Suggested agenda

- 1) the revised training programme and learning outcomes (the what)
- 2) Testing resource assumptions (the who)
- 3) Training records-passport progress (How do we know who has had what)
- 4) Venues and equipment (Where and what with)
- 5) Action planning (what next)
- 6) Next meeting (what again)