

Healthwatch Kingston
Hospital Services Task Group Meeting

14/1/15

10:00-12:00

At the Healthwatch Kingston office, Kingston Quaker Centre,
Fairfield East, Kingston KT1 2PT

Agenda

- 10:00 **Welcome**
Apologies and overview of meeting
5 mins
- 10:05 **Notes and Actions of the last meeting** held on 3/12/14
To include Aftercare & Discharge update
5 mins
- 10.10 **Enter & View visit planning**
- *Delegate tasks (eg. research, survey design, pilot survey, liaison with Emma Duffy & Duncan Burton, report writing, etc)*
 - *Set objectives*
 - *Set structure of visits - to coincide with busiest periods, in all areas of A&E*
 - *Set dates and teams, assign team leaders*
- 1 hour 30 mins
- 11.40 **Communication about Appointments**
5 mins
- 11.45 **Annual Report for Board (2014) & Priorities for 2015**
5 mins *Rianne*
- 11:50 **AOB**
5 mins
- 11:55 **Date of the next meeting**
5 mins
- 12:00 **End**