

## CARE OF FRAIL OLDER PEOPLE (FOP) – FORMATIVE REVIEW VISIT

### HEALTH ECONOMY ACTION LIST

No.	Who	What	By When
1	CCG Leads for FOP	<b>Confirm that visit date acceptable to CCG and all providers.</b> Notify <a href="mailto:sarahbroomhead@nhs.net">sarahbroomhead@nhs.net</a> – or contact Sarah to agree an alternative date.	18 December
2	CCG Leads for FOP	<b>Identify an appropriate venue and book two reasonable sized rooms for the day</b>	Asap after date confirmed
3	CCG & Trust Leads for FOP	<b>Identify potential reviewers and notify WMQRS.</b> Email the reviewers' name, title, email address and phone number to <a href="mailto:vidushy.auchoybur@nhs.net">vidushy.auchoybur@nhs.net</a> NB: <ul style="list-style-type: none"> <li>Available reviewer training dates are: <ul style="list-style-type: none"> <li>Wednesday 5<sup>th</sup> February afternoon</li> <li>Tuesday 4<sup>th</sup> March morning</li> </ul> </li> </ul> <i>We could provide some training in Staffordshire in early February, if you have access to a free room that would hold about 20, which is suitable for projecting a presentation. If so do let us know.</i> <ul style="list-style-type: none"> <li>Information for service user and carers is available.</li> <li>Additional information for staff reviewers on WMQRS website.</li> </ul>	Asap
4	CCG & Trust Leads	<b>Communicate with key staff about the visit. Confirm the visit date and ask them to keep it free.</b> NB. A flier with guidance for staff is available.	End December
5	CCG Leads	<b>Discuss draft timetable with Trust FOP leads. Identify who will be invited to meetings. Confirm meeting times and who will be attending. Confirm who will be attending feedback &amp; discussion session.</b>	End January
6	WMQRS, CCG & Trust Leads	WMQRS will be happy to attend a meeting in each health economy to confirm arrangements.	Jan – early Feb
7	CCG Leads with Trust Leads	Prepare short briefing paper and send to WMQRS.	Two weeks before visit
8	CCG Leads	Book refreshments for the visiting team. Identify someone to 'meet and greet' people arriving for meetings.	One week before visit
9	CCG Leads & Trust Leads	Remind everyone of the purpose of the visit and times they are expected.	One week before visit