

CARE OF FRAIL OLDER PEOPLE – FORMATIVE REVIEW VISITS

DRAFT TIMETABLE

8.30 am	Reviewers arrive	
8.30 – 9.30	Reviewers prepare	
9.30 – 10.15	Meeting with commissioners	
10.15 – 11.00	Meeting with adult social services	Meeting with representatives from services providing preventive & supportive interventions (1)
11.00 – 11.45	Meeting with mental health services representative/s	Meeting with representatives from services providing preventive & supportive interventions (2)
11.45 – 12.30	Meeting with patient, carer and voluntary sector representatives	Meeting with community health services and GP representative/s
12.30 – 1.15	Lunch	
1.15 – 2.00	Meeting with intermediate care or other providers of response to urgent need	Meeting with acute hospital representative/s
2.00 – 3.30	Reviewers draw conclusions	
3.30 – 4.30	Interactive feedback and discussion session with health economy representatives	
4.30	Reviewers depart	

Notes:

- 1 CCGs are expected to coordinate (or delegate) inviting appropriate people to meet the visiting team and ensuring they are appropriately briefed about the purpose of the meetings. A WMQRS briefing note is available which can be used for this. Please make sure that people attending each meeting have appropriate understanding of the services being discussed and that each meeting has a maximum, ideally, of six people. It may be appropriate to invite more people to the final feedback and discussion session.
- 2 Meeting slots between 10.15am and 2.00pm can be swapped around to suit local availability.
- 3 All meetings are scheduled for 45 minutes. The aim is that this will comprise:
 - a. 5 minutes introductions and scene setting
 - b. 30 minutes discussion with representatives attending meeting
 - c. 5 minute reviewer discussion
 - d. 5 minute reviewer break
- 4 The review visit will not include presentations but health economy representatives attending the various meetings may choose to bring paper copies of a short 'Powerpoint' presentation that would have given if time allowed. If so, please print eight copies with six slides to a page for reviewers so that they are not 'drowning' in paper.