

Dear Register of Interest Member

**Re: Healthcare Associated Infection (HAI) Inspection Co-ordinating Group**

The Healthcare Associated Infection (HAI) Inspection Co-ordinating Group would like to request public representation.

The HAI Inspection Co-ordinating Group is responsible for taking forward work to ensure compliance with NHS Quality Improvement Scotland (NHS QIS) Healthcare Associated Infection (HAI) Standards (2008), in preparation for Healthcare Environment Inspectorate (HEI) inspections in NHS Fife acute and community hospitals.

The HAI Inspection Co-ordinating Group's Terms of Reference reflect the purpose of the group therefore, the following attachment is included for your information:-

- HAI Inspection Co-ordinating Group - Terms of Reference

Meetings are held monthly in Hayfield House, Victoria Hospital, Kirkcaldy.

The meeting schedule for the remainder of the year is as follow:

Tuesday, 4 September 2012 @ 09:00am  
Tuesday, 2 October 2012 @ 09:00am  
Tuesday, 6 November 2012 @ 09:00am  
Tuesday, 11 December 2012 @ 09:00am

No specific knowledge or previous experience is required.

If you would like to note your interest in participating, please complete the cut-off slip, provide a short statement and return no later than Friday, 14 September 2012 to:

Post: Theresa Rodigan  
Personal Secretary  
Patient Relations Department  
Hayfield House  
Hayfield Road  
Kirkcaldy

Email: [theresa.rodigan1@nhs.net](mailto:theresa.rodigan1@nhs.net)

Yours sincerely

*Karen Banks*

**Karen Banks**  
**Secretary/PPF Administrator**  
Dunfermline & West Fife CHP

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I would like to note my interest in becoming a member of the HAI Inspection Co-ordinating Group



Name.....

Address.....

Email ..... Telephone .....

Please provide a short statement as to why you have a particular interest in joining the HAI Inspection Co-ordinating Group

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