

**Dunfermline & West Fife
Community Health Partnership**
Public Partnership Forum

The Annex
Lynebank Hospital
Halbeath Road
Dunfermline
Fife KY11 4UW
Telephone: 01383 565147
Fax: 01383 565324
Email: Karenbanks@nhs.net



Date 14 May 2013
Your Ref
Our Ref KAB
Enquiries to: Karen Banks
Direct Line 01383 565147

Dear Register of Interest Member

Re: Appointment Reminder Working Group – Request for Public Member

The NHS Fife Appointment Reminder Working Group would like to request public representation.

The Appointment Reminder Working Group consists of members of staff from NHS Fife and has been convened to review the need for an appointment reminder service and the rules under which this should operate in line with patient need and national guidance.

The first meeting has yet to be agreed but is currently being arranged for some time in June 2013.

Meetings are likely to be held monthly either in Victoria Hospital, Kirkcaldy, Queen Margaret Hospital, Dunfermline or Lynebank Hospital, Dunfermline.

The public representative will not be required to have specific knowledge however the patient's view of the service and how it should be delivered is imperative.

If you would like to note your interest in participating, please complete the cut-off slip, and return no later than Friday, 7 June 2013 to:

Post: Karen Banks
Secretary/PPF Administrator
Clinical Governance Team
The Annex
Lynebank Hospital
Halbeath Road
Dunfermline
KY11 4UW

Email: karenbanks@nhs.net



If you require this information in this leaflet in a community language or alternative format e.g. Braille, easy read, audio please contact the Equality and Diversity Department at: fife-UHB.EqualityandDiversity@nhs.net or phone 01383 565142

Yours sincerely

Karen Banks

Karen Banks
Secretary/PPF Administrator
Dunfermline & West Fife CHP



I would like to note my interest in becoming a member of NHS Fife Appointment Reminder Working Group



Name.....

Address.....

Email Telephone

