

From: Leanne Geppert
Sent: 16 Dec 2013 13:50:33 +1000
To: Jill Vonharten
Cc: Laura Johnson; Elisabeth Hoehn; Michelle Giles; Kerrie Parkin; Alexander Bryce; Lorraine Dowell; Pdraig McGrath; Terry Stedman; William Brennan
Subject: Daily 30 min mtgs to review BAC issues

Hi Jill

Can you pls put in everyone's diaries (as listed here) a daily 30 min catchup at 1pm (pls organise t/conf option in case it is needed) re BAC issues. I am hoping to keep it less than 30 mins, but will set aside the time as a backup.

I would like AH and Nursing to have at least 1 person representing their discipline group each day at the catchup, and that person will be responsible for communicating information to their colleagues.

As everyone is aware, there is significant change occurring across a range of levels with BAC currently, and this is a short-term strategy for this week to ensure we are all updated regularly and on the same page with what is happening or what requires actioning.

I will ask Laura to take notes, and we will be structured in our approach. We will not go over the time allotted.

thanks Leanne

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