



Direct Dial: +44 (0)1784 428960
Email: laura.booth@ukas.com
Date: 11th May 2016
Cust No. 8953
Accr No. 8953

Dear [REDACTED],

Visit Plan for:

Standard: IQIPS Standard
Project Number: 217414
Project Name: 2016 ETS W047379 IQIPS Vascular 23/11/2015

I am writing to confirm the arrangements for the forthcoming UKAS assessment visit which are set out in the attached visit plan. I will be appreciative if you can ensure that all activities listed will be available for witnessing during the visit along with the availability of the appropriate personnel.

Should you have any comments regarding the arrangements, please let me know as soon as possible.

Yours sincerely,

Laura Booth
Assessment Manager - IQIPS

Visit Plan

Assessment Manager:	Laura Booth
Lead Assessor:	Laura Booth
Technical Assessor(s)/Expert(s):	Joanne Walker [REDACTED] – Lay Assessor
Observer(s):	None

<u>Assessment and Meeting Dates and Timings</u>		<u>Assessment Locations</u>	
Assessment Start Date/Time:	23 rd June 2016 at 08:30am	Vascular Department [REDACTED] Hospital	
Assessment End Date/Time:	23 rd June 2016 at 17:00pm		
Introductory Meeting(s):	23 rd June 2016 08:30am		
Private Meeting(s):	23 rd June 2016 1:30pm		
Final Meeting(s):	23 rd June 2016 16:00pm		
Additional Meeting(s):			
Day 1 – 23rd June 2016			
	Escorts	Assessors	
[REDACTED] Hospital 8.30 am – 9 am	[REDACTED] with some of the team	Laura Booth Joanne Walker [REDACTED]	<ul style="list-style-type: none">○ Introductory meeting with service representatives
[REDACTED] Hospital 9 am – 1pm	[REDACTED] (Vascular Scientists who will be scanning in clinic today)	Joanne Walker	<ul style="list-style-type: none">○ Review facilities○ Observation of Practice- Vascular scope○ Interview with staff○ Local Document Review
[REDACTED] Hospital 9 am – 12:30 pm	[REDACTED] (Vascular Scientist) [REDACTED] (Vascular Assistant)	[REDACTED]	<ul style="list-style-type: none">○ Review facilities○ Observation of Practice – if possible○ Interview with staff/patients○ Local patient info review
[REDACTED] Hospital 9 am – 12:30 pm	[REDACTED] (Head of Service) [REDACTED] (Waiting	Laura Booth	Document Review: Review of evidence detailed in the Web-based assessment ‘customer feedback’ for the following domains: <ul style="list-style-type: none">○ Patient Experience○ Facilities, Resource and Workforce○ Safety○ Clinical Interviews with: <ul style="list-style-type: none">○ Administration team member

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	list/Administration/Reception)		
1pm – 1.30pm Assessment team lunch			
1:30 pm – 4 pm	Private Meeting of the Assessment Team		
4 pm – 5 pm	Final Meeting with Service Representatives		

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