



**Develop principles to enable safe, effective and person-centred
Handovers within acute settings in Northern Ireland
Project Steering Group**

FIRST MEETING

Meeting Room, Second Floor, NIPEC, Belfast

June 21st 2017

10: 00 – 12:00

AGENDA

- 1) Welcome and introductions:
- 2) Apologies
- 3) Background to the Project:
- 4) Project Initiation Documents (*for discussion, development and agreement*)
 - a) Aim & objectives:
 - b) Timeframe:
 - c) Membership:
- 5) Terms of reference:
 - a) aims and objectives
 - b) justification for scope of the project
- 6) Literature review
- 7) Work Plan
 - a) Dates & times of future meetings
 - b) Project closure date/meeting
- 8) Next steps (*for discussion and agreement*)
- 9) Any other business