



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

Meeting Room, Second Floor, NIPEC, Belfast
August 21st 2017 from 1400 – 16:00

- 1) Welcome, introductions and Apologies
- 2) Agree Action Notes of Meeting held on June 21st 2017
- 3) Update from Sub groups:
 - a. Literature review
 - b. Scoping tool
 - Review and critique Survey Monkey questionnaire
 - Agree the approach to carrying out survey (scope, number of sites etc.)
 - Time frame and deadlines
 - Individual responsibilities
- 4) Work Plan
 - a) Confirm dates & times of next meetings
 - b) Project closure date/meeting
- 5) Next steps (*for discussion and agreement*)
- 6) Any other business