

**Relocation of Phlebotomy Services- Ingleby Barwick/ Thornaby
Communication and Engagement Plan
August 2009**

Date	Purpose	Audience	Activity	Location	Lead
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Formal Boards and Committees

w/c 23/08/09	Involving	LINK	Briefing	N/A	SS
w/c 23/08/09	Involving	OSC	Briefing	N/A	SS

Staff

TBC	Giving Information	Practice Staff	Briefing	N/ A	Provider/ LJ
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Patients, the public and other stakeholders

w/c 17/08/09	Assess impact on patients	Patients	Equality Impact Assessment	N/A	LJ
w/c 23/08/09	Giving Information	Ward Councillors	Information Letter	N/A	SS/ LJ
w/c 23/08/09	Giving Information	Parish Councillors	Information Letter	N/A	SS/ LJ
w/c 23/08/09	Giving Information	Public	Press Release	N/ A	PS

w/c 23/08/09	Giving Information	Patients of Woodbridge/ Barley Fields/ Thornaby- that access the service currently	Information letter	N/A	Provider/ LJ
w/c 23/08/09	Giving Information	Patients that have raised concerns via PALS	Information Letter	N/A	SS
w/c 23/08/09	Giving Information	MP	Information Letter	N/A	SS/LJ
w/c 23/08/09	Information	Patients/ Public	Information Posters	Surgery Waiting Areas (Woodbridge, Barleyfields & Thornaby)	Provider/ LJ