

New Ward Construction

>From: E.Smith@StOtherHospital.com
To: doctorA@StOtherHospital.com

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Dear Dr A

Congratulations on your appointment at the new Chief of Medicine! I really look forward to working with you over the next few years.

At your interview I was particularly impressed at your plans for the redistribution of the ward areas following the large capital investment that we have managed to secure for 2020-2021. This project really should help us with some of our key strategic objectives:

- Increased the volume of **elective work** on site
- Increase the size of our **respiratory department** (to allow for us to expand the regional CF unit) - this will help our drive from satisfactory to good in the CQCs eyes as it was identified as a good area for us to develop.
- Increase **hospital flow** to ensure rapid and safe discharges, reduce the pressure on the ED as the primary access to the hospital
- To **improve interdepartmental team working**

We now need to move forward on these plans and give more detailed instructions to the contractors to firm up costs and have the formal architectural plans made.

I know your predecessor had had some discussions about these plans with some of the clinical leads and I think J (Chief Executive) may have had some discussions with people also.

Could you take this forward for me please can come up with a pretty firm plan as to what ward area might go where? M (Facilities Director) is meeting with the contractors and architect on Friday so I need something back by Thursday night please to pitch to them before that meeting (particularly we need to plan for theatres, endoscopy and the respiratory unit as the locations of these are critical to the underlying infrastructure of the build). You know him - if we don't set our plans by then its hard to get things changed once he has something in his mind.

I will ask your secretary to put some time in the diary with the relevant clinical leads.

Regards,

E Smith - Chief Operating Officer