E-mail to accompany resource pack

Many thanks for volunteering to take the lead on this project in your hospital. Here are a few more details that you might like to know and will hopefully help you on your recycling journey.

Attached to this e-mail are all the documents that you should need to take part in the project and include:-

* Introductory document with background information to the project
* RecoMed registration form
* Baseline Audit and Re-audit template (the same document)
* Preliminary report template
* Data summary sheet

Please read the introductory document as it contains lots of useful information on how to get started, other parties that will most likely need to be on board and involved with the project and the recommended order in approaching the tasks to get things up and running.

The audit template provided should be copied and given to every anaesthetic room, theatre and recovery area during data collection periods. These individual sheets can then be collated into one overall template sheet. If you could send a copy of this, along with your preliminary report and the data summary sheet over to me when it’s completed that would be brilliant. I can then collate the region’s data and present our work nationally (in 2018 hopefully). Please could this also be done with your re-audit data 6 months later too.

I’ll keep dropping you a line to see how you’re getting on with the project. RecoMed will provide you with a lot of support and education but if there’s anything that you want to ask or aren’t sure on you can always get in touch with us! Good luck and happy recycling!

Kindest regards,

Cathy Lawson Ian Baxter

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