

Example emails

Example email to team members

Dear (Insert name)

As you may be aware, [Provider] are involved in an exciting project which involves delivering human factors training to Bands 1 - 4 staff working in the community.

This project is supported by funding from the West of England Academic Health Science Network.

The first phase of the project will involve scoping out where we are and what actions to undertake.

We hope to organise an initial steering group meeting as soon as possible and therefore I am contacting you to ask for your availability for the following dates/ times:

...

I also attach the toolkit produced by the WEAHSN which has details on the background to the project and the approach we will be taking.

Please don't hesitate to contact me with any queries. I look forward to hearing from you regarding your availability for the steering group meeting.

Best wishes,

...

Example emails

Email to senior management with interim monitoring report

We recommend that you send an interim report once you have the first 3 – 6 months of data to your executive sponsor. The monthly monitoring report from the accompanying Excel spreadsheet will be able to provide you with the data for this.

Dear...

I hope this email finds you well.

I wanted to update you on the progress for the work I have been doing with members of staff at **(Insert Name of the Organisation)** to support the implementation of human factors.

I have produced a report that represents the findings from the data collected so far. We have made **[summary of progress]** and I can provide you with a summary of the actions and timeframes from our most recent project team meeting

This has been an extremely interesting project to lead so far - I hope you find the contents of the report informative and useful. The next report will additionally outline the impact of the intervention.

Best wishes,

Example emails

Email to senior management with evaluation report

We recommend that you send the evaluation report to your sponsor at the completion of the project. The Excel spreadsheet can provide you with data for this combined with your template evaluation report.

Dear...

I hope this email finds you well.

I wanted to update you on the impact for the work I have been doing with members of staff at **(Insert Name of the Organisation)** to support the implementation of human factors.

I have produced a report that represents our evaluation data and the impact this has had on patient safety in our organisation. We have made **[summary of progress]** and feedback from attendees has been **[insert details]**.

This has been an extremely interesting project to lead and I would like to thank you for your support for our project - I hope you find the contents of the report informative and useful.

Best wishes,