

Sample invited review visit timetable

Potential interviewees:

- Surgeon undergoing review (if applicable)
- Chief Executive
- Medical Director
- Clinical director
- Key management personnel e.g. complaints manager
- Surgeons in the same specialty and associated specialties
- Nursing staff (theatre, outpatients and ward)
- Surgical trainees
- Patient liaison representative
- Clinical governance staff

Nb. If a clinical records review forms part of the review visit an appropriate amount of time, typically between half a day and a full day, will be allowed for this. In some cases this may mean the review visit takes place over three days rather than two.

DAY 1	Interviewee Name	Job Title
09:00 – 10:00	Interview with Medical Director	
10:00 – 11:00	Surgeon undergoing review (if applicable)	
11:00 – 11:15	MORNING BREAK	
11:15 – 11:45		
11:45 – 12:15		
12:15 – 12:45		
12:45 – 13:30	LUNCH BREAK	
13:30 – 14:00		
14:00 – 14:30		
14:30 – 15:00		
15:00 – 15:15	AFTERNOON BREAK	
15:15 – 15:45		
15:45 – 16:15		
16:15 – 16:45		
16:45 – 17:15		
DAY 2	Interviewee Name	Job Title
09:00 – 09:30		
09:30 – 10:00		
10:00 – 10:30		
10:30 – 11:00		
11:00 – 11:15	MORNING BREAK	
11:15 – 11:45		
11:45 – 12:15		
12:15 – 12:45		
12:45 – 13:30	LUNCH BREAK	
13:30 – 14:00		
14:00 – 14:30		
14:30 – 15:00		
15:00 – 15:15	AFTERNOON BREAK	
15:15 – 15:45		
15:45 – 16:15		
16:15 – 16:45	Feedback preparation session	
16:45 – 17:00	Feedback given to Medical Director	