Template Letter

Insert Name and address
Phone:
e-mail:

Date:

Dear colleague,

As you may be aware there is a PPPG Programme developed to support the implementation of the *HSE Framework for developing policies, procedures, protocols and guidelines (*PPPG's) 2016. Link to the Framework is: http://www.hse.ie/eng/about/Who/QID/Use-of-Improvement-Methods/nationalframeworkdevelopingpolicies/

This PPPG programme (insert dates here) is aimed at all disciplines to whom PPPG's apply, e.g. nurses, doctors, social workers physiotherapists etc. etc.
The target audience are those who are in a sufficiently senior position within their discipline to be directly involved in the actual development of PPPG's.
We would ask you to share this with your multidisciplinary colleagues and anticipate that subsequent programme nominees are representative for development of your local PPPG's.
The programme will be available for a strictly limited number of roll outs with a maximum of 10 participants per course.
We would suggest that attendees would book in pairs (not necessarily from same discipline) in order to support working together on common policies or policies within an area of practice following the programme.
The programme has three clear components:

> **Part 1:** Overview of the HSE Framework for developing PPPGs
> **Part 2:** Finding the evidence for PPPG's
> **Part 3:** Monitor, audit, evaluation and review of PPPGs

Part 2: Finding the evidence, includes conducting live searches for evidence therefore participants, prior to the course, need to have an active Athens account and login details. All HSE employees can get a free Athens account. Extensive computing skills are not required for this course, but personal Athens log-in details are.
An Athens account is a means of organising under one umbrella the various subscription-based electronic resources an organisation has access to, so that they can all be used via a single login (rather than a dozen different username/password combinations).

Setting up Athens account is done by going to http://www.hselibrary.ie/. Or contact your local HSE library

Date:

Registration:

Venue:

Application is via the attached booking form to be TYPED and returned by e-mail to:

Insert name address phone and email address

Should you have any further queries please contact the undersigned:

_____
Insert name, title, address and contact details