






Action: 6.5.4 – Transfer Booking Team into the Diagnostic & Outpatient division and implement new structure		Current BRAG Rating	Recommended BRAG Rating
		Completed	
Detail:			
<p>The new structure has been consulted on and implemented from September 2015, interim patient administration and book team structure has been developed to ensure continuity and sustainability of the service provision. Quality Impact Assessment has been completed as good practice. The Book Team funding and establishment requirements has been reviewed and a Case of Need developed to further expand the team.</p>			
Evidence:			
Consultation paper for new structure		<div style="display: flex; flex-direction: column; align-items: center;"> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;">6.5.4 - Newark Outpatient & Patient .</div> </div> <div style="display: flex; align-items: center; margin-bottom: 10px;">  <div style="margin-left: 10px;">6.5.4 - Booking Team Management Chart.d</div> </div> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;">6.5.4 - QIA - Booking Team restructure.doc</div> </div> </div>	
Case of Need for expansion of the Booking Team		<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;">6.5.4 - Business cases.docx</div> </div>	
Confirmation that the Booking Team has moved to Diagnostics & Outpatients		<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;">6.5.4 - D&R Monthly Budget report.pdf</div> </div>	
On - going monitoring arrangements: D&R Performance Management Reviews			
Executive Director Responsible:	Jon Scott – Interim Chief Operating Officer	Responsible Assurance Committee:	Organisational Development & Workforce Committee