

**NIAIC SAFETY COMMUNICATION WITH THE HPSS AND WIDER
HEALTH AND SOCIAL CARE COMMUNITY:
NEW ALERT FORMAT RESPONSE FORM**

Completed forms should be returned by 20 February 2003 to:

Estate Policy Administration Room D4 Health Estates Stoney Road Dundonald, BT16 1US	Telephone: 028 9052 3704 Fax: 028 9052 3900 E-mail: EAdmin@dhsspsni.gov.uk This form is available on-line at www.dhsspsni.gov.uk/niaic .
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Please complete the following:

Completed by (Print):	_____
Organisation:	_____
Address:	_____
Job Title:	_____
Date:	_____

1. Do you agree with the proposal to move to the new format of Alert based on the concept of urgency rather than risk?	Yes/No Comment:
2. Do you consider that the title of the proposed Alert would cover medical device and other safety information?	Yes/No Comment:
3. Do you agree with the proposed approach in relation to High Voltage Alerts (views of Estate Managers and High Voltage Authorised Persons are sought)?	Yes/No Comment:
4. Is the list of intended recipients for onward transmission sufficiently comprehensive for your organisational needs?	Yes/No Comment:
5. Do you agree that with the new Alert format and method of distribution by NIAIC that there is no longer a need to retain the hard copy colour coding?	Yes/No Comment:

6. Is the format of the information easy to use?	Yes/No Comment:
7. Would the information contained be clear to the target audience?	Yes/No Comment:
8. Does the new format contain all the information you require to make a decision?	Yes/No Comment:
9. Does the new format help you to do your job/ carry out your clinical functions?	Yes/No Comment:
10. Is there sufficient clarity as to the urgency of the actions requiring to be made?	Yes/No Comment:
11. Overall do you consider that this layout is an improvement over the format of previous Notices?	Yes/No Comment:
Additional comments:	