| [Title] Service Review  Forum Schedule – Example 1 – Hub and rural site |
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| **Date** | **Day** | **Time** | **Activity** | **Notes** |
| DD MMM | Sun |  | Travel to *[HHS Hub facility]* to *[Rural facility]* |  |
| DD MMM | Mon | 8:00am – 8:30am | Briefing with facilitator and *[HHS Contact person]* |  |
| *[Rural facility]* – [room] | | 9:00am –11:00am | Community members | morning tea |
| 11:00 – 11:30am | Break |  |
| 11:30 – 1:30pm | Consumers and their families | lunch |
| 1:30 pm – 2:00 pm | Break |  |
| 2:00 pm – 5:15 pm  2:00 pm – 2:30 pm  2:30 pm – 4:00pm  4:00 pm – 4:30 pm  4:30 pm – 5:15 pm | HHS Clinicians *[Rural facility]*   * Group 1 [specific clinical group e.g. nursing] * Group 2 [mixed clinical groups] e.g. nursing and medical] * Group 3 [specific clinical group e.g. medical] * Other HHS staff and QAS | afternoon tea |
| 5:15 pm – 5:30 pm | Break |  |
| 5:30 pm – 6:30 pm | Private Clinicians/ GPs |  |
| 5:30 pm – 6:30 pm | Private Clinicians/ GPs |  |
| DD MMM | Tue | 7:00 am – 8:30 am | Travel *[Rural facility]* to *[HHS Hub facility]* |  |
| *[Hub facility]* – [Room] | | 9:00 am–11:00 am | HHS clinicians *[HHS Hub facility]* | morning tea |
| 11:00am-11:30 am | Break |  |
| 11:30am–12:30 pm | Debrief with facilitator |  |
| Executive Office | | 12.30pm – 1:00 pm | Meet with *[HHS Hub facility]* HHS Executive |  |
|  |  | 1:30 pm –3:00 pm | Travel / collate feedback |  |