

Example of email generated to the Clinician from Local Reporter - for an Organisational Questionnaire

From: NCEPOD Questionnaires [<mailto:questionnaires@ncepod.org.uk>]

Sent: 08 July 2019 12:35

To: Smith, Neil (NCEPOD Trust)

Subject: Invitation to complete Long-term Ventilation Organisational Questionnaire: Community LTV provision for NCEPOD Trust

Dear Neil Smith,

You have been invited by **Mr John Smith** to help complete the questionnaire **Long-term Ventilation Organisational Questionnaire: Community LTV provision for Pennine Care NHS Foundation Trust**.

In order to access this questionnaire, please use the following link:

<https://questionnaires.ncepod.org.uk/app/#/complete-org-questionnaire/6a6af685-25bc-4160-9c95-59b89064dabd/ka4ldb4eud25cj7yxbwv/>

This link will remain active until 15 July, 2019 or the questionnaire is submitted.

Mr John Smith has added the following message regarding this invitation:

Hi Neil,

Please have a look at the organisational questionnaire, and complete as much as you can. Give me a ring if you need to, I'm only in until Wednesday.

John

Once you have completed any necessary questions please click the **Save and Exit** button and then let **Mr John Smith** at jsmith.ncepod@org.uk know that you have finished so that they can submit the questionnaire.

If you have any questions about the questionnaire, or believe you have received this message in error, please contact NCEPOD on 0207 2519060 or by email on info@ncepod.org.uk.

Sent by Mr John Smith
of NCEPOD Trust