

Template: Agency Confirmation Letter

Insert relevant partners agency logo's

Typical letter to agencies involved in the health in the community programme

Dear,

Re: Undergraduate Interprofessional Teaching – at.....

Thank you for agreeing to participate in this important interprofessional education programme.

The aim of your involvement is to facilitate students to explore the range, roles and responsibilities of agencies working to meet the needs of their patient as well as in the wider care setting. Students are expected to explore the quality and impact of service provision and to appreciate the importance of effective multi-disciplinary, collaborative care. The programme is carried out in (state venue locality) and case studies are chosen from the community.

Each small group of students will interview a patient. This is followed by interviews with three or four agencies representatives involved in the patient's care. They will also undertake additional interviews with agencies based in the community but not directly involved in their patient.

Following completion of the interviews each student group will present a short critique of their experiences, and suggest ideal future management for successful multi-agency teamwork. Their audience will comprise representatives of the agencies involved in providing community care. I do hope you and your colleagues are able to attend.

In essence, your role is to be interviewed by a small group of students. Each agency interview is scheduled for 30 minutes (max); time keeping will be strictly observed. Students have been instructed: Firstly, to clarify the specific role of your agency in this case, Secondly, to explore the role of your agency in the community as a whole.

You should only respond to information presented by the students (i.e. information students have directly gathered from the patient). It is not appropriate to divulge information about their case away from the context of the students' line of questioning. If you feel uncomfortable about releasing information it is appropriate to share this with the student group and inform the tutor if you have any concerns about the interview.

Your case is Students will meet at home, then interview the following agency representatives, your interview will complete the case study. The time and date of your interviews are..... and student presentations involving your patient's case.....

Because of the structure of the timetable, it is vital that you attend punctually. We realise that this is a great deal to expect, however the students and course organisers greatly value your contribution. We realise that your involvement may result in a reduction in other

commitments, we can therefore arrange funding to cover any inconvenience (contact details given for all queries).

Kind regards,

Programme Tutor

Documentation on the programme is attached