

2 July 2018

**BY EMAIL**

Mrs Valerie Watts  
Chief Executive  
HSCB

Dear Mrs Watts

**Re: HSC Safety Forum Awards 2018**

The HSC Safety Forum, based at the Public Health Agency, is delighted to invite your organisation to nominate individuals or teams for the **4th Annual Safety Forum Awards 2018**. This will be an opportunity for your organisation to showcase your achievements in the field of quality and safety.

Please find attached the Awards Guidance and Submission Form, which sets out in detail the Award Categories and process to submit an application. A poster is also included as a second attachment which can be printed and displayed in your organisation.

The prizes for each Category winner will be £800 with the overall winner receiving a prize of £1,600, to be put towards expenses linked with advancing the Team's improvement goals.

Your Trust may make one nomination to each category or several to one or more categories up to a maximum of **5** nominations in total.

**Applications must be received by 14<sup>th</sup> September 2018.** The information can also be downloaded from:

[www.publichealthagency/safetyforum](http://www.publichealthagency/safetyforum)

The Safety Forum looks forward to receiving your application and if you do require further information please contact: [janet.haines-wood@hscni.net](mailto:janet.haines-wood@hscni.net)

Yours sincerely



**Dr Mark Roberts**  
Clinical Director, HSC Safety Forum

Copy to:

Ms Patricia Crossan, Acting head of Corporate Services

Mr Cecil Worthington, Acting Director of Social Care and Childrens' Services