**Message from the Patient Survey Co-ordination Centre**

**Children and Young People’s Inpatient and Day Case Survey 2016**

**Webinar on Wednesday 14th December**

We will be running a webinar for the 2016 Children and Young People’s Inpatient and Day Case Survey on **Wednesday 14th December from 11:30h to 13:00h**.

All trust contacts are invited to attend. The webinar will take place online – you can join from your own office. We will circulate instructions on how to join the webinar in due course.

The webinar will also cover important issues such as requirements under section 251, and how to avoid common mistakes. We strongly encourage those who will be working on the survey to join, even if you have worked on this or other surveys before.

**Are you working with an approved contractor?**

If you haven’t already, please send us an email ([cyp.cc@pickereurope.ac.uk](mailto:cyp.cc@pickereurope.ac.uk)) to let us know which approved contractor you have decided to work with on the 2016 Children and Young People’s Inpatient and Day Case Survey. It is essential that we receive this notification by **16th December** 2016 so that we can make necessary arrangements for the survey.

**Do we have your updated contact details?**

Many trusts have already sent us their updated contact details for the Children and Young People’s Inpatient and Day Case Survey 2016. If you haven’t already done so, please email us ([cyp.cc@pickereurope.ac.uk](mailto:cyp.cc@pickereurope.ac.uk)) the name, email address, direct telephone number and job title of four contacts:

1. Main trust contact
2. Second trust contact
3. Person drawing the sample
4. Caldicott Guardian

If you have any questions please contact the Patient Survey Co-ordination Centre at [cyp.cc@PickerEurope.ac.uk](mailto:cyp.cc@PickerEurope.ac.uk) or on 01865 208127, and a member of our team will be happy to help.

Kind regards,

The Patient Survey Co-ordination Centre

**You are receiving this message because you are a named contact for the 2016 Children and Young People’s Inpatient and Day Case Survey. It is vital that we have up to date contact details for each organisation,**

**so if you are no longer involved in this survey please let us know via email** [**cyp.cc@PickerEurope.ac.uk**](mailto:cyp.cc@PickerEurope.ac.uk) **or on 01865 208127.**