MEMORANDUM

To: Alison Jordan, Operations Leader, St Paul’s Hospital Emergency Department

From: Owen Picton, Unit Coordinator, St. Paul’s Hospital Emergency Department

Date: 07June 2017

Subject: Proposal for Report

Dear Ms. Jordan:

As you are aware, the St. Paul’s Hospital senior management team has requested that each unit propose a unique and innovative strategy to increase its ability to provide exceptional care to its patients. I have attached a proposal for a solution that I believe will satisfy the request to this memo. I have chosen to focus on the Fast Track area of the department.

Included in this proposal:

* An overview of the challenge facing the department
* A plan to meet the challenge
* A method of information gathering

Please let me know if you require more information. I look forward to hearing from you.

Sincerely,

Owen Picton

CC: Dr. Erika Paterson, ENGL 301 Professor

Attach.