

MEMORANDUM

To: EVERYONE IN NHS FIFE including GP Practices

From: Mary Paris

Date: 27 April 2009 **Our Ref:**

Subject: NHS FIFE CHILD PROTECTION TEAM – MOVING TO NEW OFFICE BASE

I write to inform you that the **NHS Fife Child Protection Team** are moving to a new office base at Flat 1 & 4, Willow Drive, Whyteman's Brae, Kirkcaldy, KY1 2ND (formerly OHSAS offices). The staff that are moving to the new site are:

Child Protection on-call Doctor [Flat 1]
Child Protection Nurse Advisor – Barbara Rowland [Flat 4]
Child Protection Support & Development Nurse – Margaret McGill [Flat 4]
Child Protection Trainer – Lesley O'Donnell [Flat 4]
Medical Secretary – Sheila McCrae [Flat 1]
Secretary to NA – Rena Lawson [Flat 1]
Consultant Nurse for Vulnerable Children & Families – Maxine Moy [Flat 4]
Secretary to CN – Lisa Charlton [Flat 1]
Child Protection Nurse Advisor–Operating Division – Cicilie Rainey [Flat 4]
Child Protection Link Workers [Flat 1]

Telephone, Fax and extensions numbers will be circulated once these have been confirmed.

The move is planned to take place on **Wednesday 29 April 2009**. As you will appreciate this will be a difficult day and we will strive to ensure there is as little disruption to the Child Protection service as possible, however we request your patience during the moving-in period.

If you need to contact any of the team members urgently on Wednesday 29 April you can leave a message on 01383-565377 and your enquiry will be dealt with as soon as possible.

Please distribute this memo to everyone in your area of responsibility that may not have access to a computer and may need to contact the Child Protection Team urgently.

Mary Paris

MARY PARIS
Business Manager – Children's Services

