Dear

We are planning to commence a new patient care model within the Emergency Department (ED). As a successful implementation strategy, we have decided to form a core implementation team. Please accept this letter as a formal invitation to be part of this core implementation team.

Nurse Delegated Emergency Care (NDEC)[[1]](#footnote-1) was piloted within Hunter New England Local Health District (HNELHD) by a General Practitioner and other ED clinicians. The purpose of the NDEC is to service low risk, low acuity patients through complete nurse lead management. This management includes assessment, intervention, investigation and discharge. The Emergency Care Institute has taken the HNELHD Model and developed a suite of resources for state-wide rollout. Further information on NDEC can be viewed at [www.ecinsw.com.au](http://www.ecinsw.com.au/) (search for NDEC).

As a part of the implementation team for the NDEC, you will be required to attend regular meetings during the planning, implementation and evaluation phases of introduction. Other requirements from you will include acting as a “change champion” for this process and critically reviewing all the NDEC components that have been prepared by the ECI. The ECI has specifically designed a package of resources for smooth roll-out of the NDEC. Some of these ECI documents are ‘ready to go’, some will require the implementation team to adapt the content to our local context, and others may not be relevant to our setting.

The principle contact for the implementation is

They can be contacted via

Please contact the principle contact for further information or clarification. It would be appreciated if you could indicate your acceptance of this offer by

Regards,

1. Originally the *Walcha Multi Purpose Service Emergency Department Model of Care* [↑](#footnote-ref-1)