| Maternity Service Review  <Place - Date > Forum information template |  |
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Welcome!

Thank you for agreeing to participate in the Maternity Services Review forum at xx town

In the group today there will be approximately 10 to 15 people participating, along with up to xx Maternity Services Review Steering Committee members, who will listen to your views. The meeting will be facilitated by [Name], [position], [ organisation], which is an organisation separate to Queensland Health that helps health agencies find effective strategies to improve health services.

The range of groups being consulted include; women who have recently had a baby, consumers, hospital clinicians, GPs and emergency services such as the Queensland Ambulance Services and the Royal Flying Doctor Services.

Your views about maternity services in [location] are very important in helping us find out what [HHS] is doing well and what can be improved. We are here to listen to you and through facilitated discussion will clarify what is important to you.

As stated above, the meeting will be in a forum setting. Any information you provide at this meeting will only be used by [HHS] for developing strategies to ensure the service meets the needs of the women and families who use them.

[Queensland Health /HHS] is bound by strict privacy laws, and any results from the meetings will be used in a way that does not allow you to be identified, or for your answers to be identified as coming from you. Importantly, your decision to participate or not in the group discussion will not influence any future hospital treatment you may receive.

We look forward to hearing your views.

Yours sincerely

**[Name]**

**[Role]**

# [HHS/Service]