

Sep 10

Thursday, September 04, 2025 8:35 AM

Meeting Summary

Type of Meeting: Senior Leadership Team (SLT) Meeting

Attendees: Arek Owczarek, Laurie McLellan, Sandra Chow

Minutes: Samantha Zou

Matters to follow up:

1. NIS Policies & Procedures – Weekly Update
2. HLA Clarification

Proposals or Agenda:

3. PLD Days
4. Flu Vaccine

Outcomes		
Description	By When	By Whom
1. SLT conducted a review of the current online policies and procedures documentation. <ul style="list-style-type: none"> Review of Community Member Definitions. Document Re-numbering. 	Ongoing	SLT
2. A letter regarding the Home Leave Allowance (HLA) will be distributed by the end of September. For further details, Arek will provide a comprehensive introduction during the staff meeting in November. If any questions arise please do not hesitate to ask.	/	Arek
3. Planning for the upcoming Professional Learning Days (Sep 25 & 26) is currently underway.	Sep 25 & 26	Sandra
4. Taikang Hospital will arrange three exclusive vaccination sessions for NIS: <ul style="list-style-type: none"> September 23rd (Tuesday): 15:00-18:00 September 25th (Thursday): 15:00-18:00 September 27th (Saturday): 08:00-12:00 Notes: <ul style="list-style-type: none"> All the flu shots applicable to the adults ≥16ys Please register through the Nurse's room.	Sep 23, 25 & 27	Nurse