

Cavaliere, Stefania (RTH) OUH

From: Di Chiara, Francesco (RTH) OUH
Sent: 14 December 2023 12:59
To: Cavaliere, Stefania (RTH) OUH
Subject: letter for Tenisha

Dear Lynn,

I hope this letter finds you in good health and high spirits. I am writing to discuss an important matter regarding one of our team members, Tenisha who has recently received another job offer from the Respiratory Team. I strongly believe that retaining her is crucial for the continued success and growth of our department.

First and foremost, I would like to highlight Tenisha's exceptional contributions to our team. As a secretary, her dedication and commitment have far exceeded the expectations of her job description. She actively participates in the lung cancer patient tracking meetings, demonstrating her passion for improving patient care and outcomes. Additionally, her collaboration with the elective planning team has been invaluable, showcasing her ability to work effectively with diverse groups.

Furthermore, her organisational skills, attention to detail, and ability to coordinate various aspects of patient care have been instrumental in ensuring smooth operations and positive patient experiences. Losing her expertise in this area would undoubtedly have a detrimental impact on our team's ability to provide the highest level of care. She would also be pivotal in our centre to adhere to the Lung Cancer Screening program that is a crucial development our department will need to take in the near future.

In addition to her exceptional performance in her current role, I would like to emphasise Tenisha's remarkable IT skills. Her ability to navigate complex IT systems and facilitate seamless communication between different departments has significantly improved patient outcomes and satisfaction. She has played a crucial role in setting up an interdisciplinary collaboration for patients with endometriosis between thoracic surgery, gynaecology, and hepatobiliary surgery.

Considering Tenisha's outstanding contributions and her potential for growth, I strongly recommend offering her a Band 5 job within our department. Her skills, knowledge, and dedication far surpass the requirements of her current position. By providing her with a more challenging role, we can harness her full potential and ensure that she continues to make significant contributions to our team and the organisation as a whole.

I understand that there may be budgetary constraints or other considerations to take into account. However, I firmly believe that investing in her professional development and retaining her within our team will yield long-term benefits for our department. Her expertise, enthusiasm, and ability to foster collaboration are invaluable assets that we cannot afford to lose.

I kindly request that you carefully consider my recommendation and engage in a discussion with Tenisha to explore the possibility of offering her a Band 5 job. I am confident that this decision will not only benefit her career but also contribute to the continued success and growth of our department.

Thank you for your time and consideration. I am more than willing to discuss this matter further or provide any additional information that may be required. I look forward to your positive response.

Yours sincerely,

Francesco

Warmest regards

Mr Francesco Di Chiara
MD, MS Thor (Hons), FEBCTS

Consultant Thoracic Surgeon
Department of Thoracic Surgery
Oxford University Hospitals
Headley Way OX3 9DU

Admin Lead: Ms Tenisha Joseph
[01865 220240](tel:01865220240)
tenisha.joseph@ouh.nhs.uk

Warmest regards

Mr Francesco Di Chiara
MD, MS Thor (Hons), FEBCTS

Consultant Thoracic Surgeon
Department of Thoracic Surgery
Oxford University Hospitals
Headley Way OX3 9DU

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