

APPENDICES

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1 APPENDIX 1

1.1 INFORMATION SUPPLIED BY THE TRUST

| Document Number | Title |
|-----------------|----------------------------------------------------------------------------------------------------------------------|
| 1.1 | Prescription Writing Policy July 2000 |
| 1.2 | Policy for Assessment and Management of Pain (April 2001) |
| 1.3 | PHCT Trust Corporate Policies – Guidance for Staff |
| 1.4 | PHCT Policy – handling patient related complaints |
| 1.4.01 | PHCT Complaints leaflet for patients |
| 1.5 | Fareham & Gosport Locality Division & Community Hospitals organisational structure [undated] |
| 1.6 | GWMH – services provided and ward details [undated] |
| 1.7 | GWMH from 1923 to 1995 (information leaflet) |
| 1.8 | PHCT Information leaflet about GWMH [undated] |
| 1.13 | Divisional review for Gosport & Fareham, May 2001 |
| 1.13.1 | Divisional review for Gosport & Fareham, August 2001 |
| 1.13.2 | Divisional review for Gosport & Fareham, February 2001 |
| 1.13.3 | Divisional review for Gosport & Fareham, November 2000 |
| 1.14 | Clinical Nursing Development Programme Jan – March 1999 |
| 1.15 | Gerontological Nursing programme – Community Hospitals v2.0 2001 |
| 2.1 | British Geriatrics Society Compendium Document D1 (1997) 'Seamless Care – Obstacles and Solutions' |
| 2.2 | British Geriatrics Society Compendium Document A4 (1997) 'Rehabilitation of Older People' |
| 2.3 | MeReC Bulletin – Prescribing for the older person (April 2001) |
| 2.4 | Standards for Health and Social Care Services for Older People 2000 (Selected extracts) |
| 2.4.1 | Trust Corporate Policies - guidance for staff |
| 2.4.2 | Handling Patient related complaints – corporate policy |
| 2.4.3 | Risk Management Policy |
| 2.4.4 | Recording and reviewing risk events |
| 2.4.5 | Whistleblowing policy |
| 2.4.6 | Recording and reviewing risk events |
| 2.4.7 | Prevention and management of pressure ulcers policy |
| 2.5 | The NHS Plan – Executive Summary and 'Dignity, Security and Independence in Old Age' (1997) |
| 2.6 | National service framework (NSF) for older people |
| 2.7 | Medicines & Older People – implementing medicines-related aspects of the NSF for Older People (DoH) [undated] |
| 2.8 | National service framework (NSF) for older people – Short summary |
| 2.9 | Caring for Older People: A nursing priority. Report by the Nursing and Midwifery Advisory Committee March 2001 |
| 2.9 | Report by Nursing and Midwifery Committee – 'Caring for Older |

| Document Number | Title |
|-----------------|-----------------------------------------------------------------------------------------------------------|
| | People: A Nursing Priority' (March, 2001) |
| A.1.2.1 | PHCT Annual Plan 2001-2002 |
| A.1.2.2 | Community Hospital Service Plan 2001/2002 |
| A.1.2.3 | Dryad Ward GWMH Away Day 22/01/2001 |
| A.1.2.4 | PHCT Business Plan 2000-2001 |
| A.1.2.5 | Community Hospitals GP Bed Service Plan 2000/2001 |
| A.1.2.6 | GWMH Key Goals 2000-2001 |
| A.1.2.7 | PHCT Business Plan 1999-2000 |
| A.1.2.8 | Team Objectives 1999/2000 - Sultan Ward |
| A.1.2.9 | PHCT Business Plan 1998/99 |
| A.1.2.10 | GWMH Key Objectives 1998/99 |
| A.1.2.11 | Dryad Away Day 18/05/1998 |
| A.1.2.12 | PHCT Business Plan 1997/98 |
| A.1.2.13 | GWMH Key Objectives 1997/98 |
| A 2.1 | A letter regarding the 2000-2003 HiMP – Isle of Wight, Portsmouth and South East Hampshire HA |
| A 2.2 | Fareham PCG letter regarding HiMP update and supporting documentation |
| A 2.3 | Gosport PCG letter regarding HiMP update and supporting documentation |
| A 3.1 | Fareham and Gosport PCGs proposal for intermediate care and rehabilitation services |
| A 4.1 | PHCT User involvement development: A framework |
| A 4.2 | A report on a future PALS service for Gosport and Fareham PCT |
| A 4.3 | Details of an 'analysis of complaints meeting' as part of the patient involvement strategy at PHCT |
| A 5.1 | PHCT 2001/02 SAFF cost and service pressures |
| A 5.2 | Fareham and Gosport primary care groups – proposal to establish a PCT for Fareham and Gosport – July 2001 |
| B.1.1 | IOWPandSEH HA NSF Older People Steering Group |
| B.1.2 | Older Persons NSF Fareham & Gosport Locality Implementation Plan, Progress Report |
| B.2.1 | Divisional review for Gosport & Fareham, August 2000 |
| B.2.2 | Divisional review for Gosport & Fareham, May 2000 |
| B.2.3 | Divisional review for Gosport & Fareham, February 2000 |
| B.2.4 | Divisional review for Gosport & Fareham, November 1999 |
| C1.1 | Service Staff Surveys - 1998 Community Hospitals |
| C2.1 | PEAT |
| C3.1 | Facilities Programme |
| C4.1 | Capital Programme |
| C5.1 | Investors in People Report |
| D1.1 | Nursing Accountability Structure |
| D1.2 | Medical Accountability Structure |
| D1.3 | Lead Consultant Job Description |
| D1.4 | Staff Grade Job Description |
| D1.5 | Consultant Timetable |
| D1.6 | Service Manager Job Description |

| Document Number | Title |
|------------------------|----------------------------------------------------------------------------------------------------|
| D1.7 | H Grade Job Description |
| D1.8 | Consultant Contract and Staff Grade Contract |
| D 2.1 | Consultant memo: Gosport war memorial hospital |
| D 2.2 | Winter escalation plans elderly medicine and community hospitals - Portsmouth Healthcare NHS Trust |
| D 2.3 | Excerpts from the on-call file |
| D 3.1 | The development for clinical supervision for nurses at Gosport and Fareham |
| D 3.2 | GWMH – Nursing supervision arrangements |
| D 3.3 | Supervision arrangement consultant timetable |
| D4.1 | Induction - Fareham and Gosport |
| D4.2 | Ward Induction information |
| D4.3 | Induction Policy |
| D4.4 | Medical Staff information |
| D4.5 | Medical Welcome pack |
| D4.6 | Trust Staff Handbook |
| D5.1 | Operational policy bank/overtime/agency |
| D5.2 | Strategy for employing locum staff |
| D6.1 | GP bed fund contracts |
| D6.2 | Out of hours GP Practice Contract |
| D6.3 | Clinical Assistant Contracts |
| D7.0 | Introduction to skill mix review |
| D7.1 | Night Skill mix review |
| D7.2 | Intermediate care skill mix review |
| D7.3 | Workload review Elderly Medicine |
| D7.4 | Workload review Elderly Medicine update |
| D7.5 | Workload review EMH |
| D8.1 | Vacancy levels |
| D9.1 | Sickness levels |
| E1.1 | Transfer policy |
| E2.1 | Records Strategy |
| E2.2 | Policy for Client Records and Record Keeping |
| E2.3 | A guide to medical leaflets |
| E2.4 | Health Records Core Standards and Procedures |
| E2.5 | Discharge Summary |
| E3.1 | Staff Appraisal Guidance |
| E3.2 | Staff Appraisal Audits |
| E4.1 | Elderly medicine procedure, Psychiatric involvement |
| E4.2 | Local Arrangements, Psychiatric involvement |
| E5.1 | Elderly Medicine Post Mortem and Dying Certifying |
| E5.2 | Community Hospitals Guidelines |
| E6.1 | Infection Control - Nursing Practice 2001 |
| E6.2 | Draft Report - Re-audit of Nutritional Standards 2001 |
| E6.3 | Bed Rails 2001 |
| E6.4 | Neuroleptic Prescribing |
| E6.5 | Detection of Depression |
| E6.6 | Re-audit Hemiplegic Shoulder Pain |
| E6.7 | Compliance with Revised Handling Assessment Guidelines |
| E6.8 | Stroke Service |
| E6.9 | Painful Shoulder Guidelines |
| E6.10 | Patient Records |
| E6.11 | Nutritional Standards |

| Document Number | Title |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| E7.1 | Sultan - Hip Replacement Programme with Portsmouth |
| E7.2 | Falls Policy Development |
| E7.3 | Stepping Stones - Daedalus Ward |
| E8.1 | Procedure for the Management of Medical Emergencies at GWMH |
| E8.2 | BGS Guidelines and Policies in use for Medical Staff |
| F 1 | Trust management structure |
| F 2.1 | PHCT baseline assessment and action plan 2000/2001 |
| F 2.2 | PHCT assessment and action plan 2001/2002 |
| F 3.1 | Portsmouth district prescribing formulary 2001 (not complete) |
| F 3.2 | Compendium of drug therapy guidelines for PHCT and PHT 1998 |
| F 4.1 | Control and administration of medicines by nursing staff policy - 1997 |
| F 4.2 | Medicines policy – District wide final draft - version 3.5, August 2001 |
| F 4.3 | PHCT policy for the assessment and management of pain |
| F 5.1 | Administration of medicines – community hospitals programme for updating qualified staff 1997 – still current |
| F 5.2 | PHCT Administration of controlled drugs - The checking role for support workers – Guidance note for ward/clinical managers 1997 – still current |
| File1 1.1 | Introduction |
| File1 1.2 | Trust Leaflet |
| File1 2.1 | Trust Board Organisational Chart |
| File1 2.2 | Management Divisions Organisational Chart |
| File1 2.3 | Fareham and Gosport Division Organisational Chart |
| File1 2.4 | Gosport War Memorial Hospital Organisational Chart |
| File1 3.1 | Patient Flows across Health Economy |
| File1 3.2 | Relationships of Elderly Medicine and Community Hospital |
| File1 3.3 | List of Organisations in Health Economy |
| File1 4.1 | Annual Report 1999 |
| File1 4.2 | Annual Report 2000 |
| File1 4.3 | Annual Report 2001 |
| File1 5.1 | Risk Management Strategy 1998/01 |
| File1 5.2 | Risk Management Strategy 1999/02 |
| File1 5.3 | Risk Management Strategy 2000/03 |
| File1 6.1 | Quality Strategy |
| File1 6.2 | Implementation of Clinical Governance |
| File1 6.3.1 | CG Baseline Assessment Report |
| File1 6.3.2 | CG Baseline Assessment Framework |
| File1 6.3.3 | Review of CG Action Plan 2000/01 (March 2001) |
| File1 6.3.4 | District Audit Report on Clinical Governance 1998/99 |
| File1 6.4.1 | CG Annual Report 1999/00 |
| File1 6.4.2 | CG Annual Report 2000/01 |
| File1 6.4.5 | CG Development Plan 2001/02 |
| File1 6.5.1 | CG Development Plan 2001/02 |
| File1 6.6.1 | Minutes of CG panel May 2001 |
| File2 1.1 | Trust Board Agendas and Strategic Briefing Documents 1999 |
| File2 1.2 | Trust Board Agendas and Strategic Briefing Documents 2000 |

| Document Number | Title |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------|
| File2 1.3 | Trust Board Agendas and Strategic Briefing Documents 2001 |
| File2 4.8 | Policy for Prevention and Management of Malnutrition within Trust Residential and Hospital services |
| File2 4.9 | Prescription Writing Policy |
| File2 4.10 | Control and Administration of Medicines by Nursing Staff Jan 1997 |
| File2 4.11 | Policy for Assessment and Management of Pain |
| File2 4.12 | Admission and Discharge Policy July 2000 |
| File 2 4.13 | Policy for Client Records and Record Keeping |
| H1.1 | Junior Medical staff Training Information (Death and Associated subjects) |
| H1.2 | Talking with Dying patients (Study Day Information) |
| I1.1 | Department of medicine for elderly people – Wednesday lunchtime meetings/timetable |
| I 1.2 | Friday lunchtime journal club sessions/timetable |
| I 1.3 | Clinical assistant teaching sessions/study day sessions |
| I 2.1 | Post registration education prospectus from the University of Southampton School of Nursing and Midwifery 2001/2002 |
| I 2.2 | Alert course outline |
| I 2.3 | Intermediate care training and development for nursing staff in PHCT community hospitals – Update – Feb 2001 |
| I 2.4 | Clinical nursing development – Promoting best practice in Portsmouth Healthcare NHS Trust 2000-2001 |
| I 2.5 | Royal college of nursing – Gerontological nursing programme/community hospitals proposal for integrated work based learning |
| I 2.6 | An evaluation on clinical supervision activity in nursing throughout Portsmouth Healthcare NHS Trust |
| I 3.1 | Programme of training events for Portsmouth Healthcare NHS Trust |
| I 3.2 | PHCT training on demand leaflet and index of titles |
| I 3.3 | E-learning programme |
| I 3.4 | Valuing diversity training and a diversity matters leaflet |
| I 4 | Staff performance review guidance |
| I 5 | Policy statement – Training and education |
| X.3.1 | Wastage for qualified nurses – Daedalus, Dryad and Sultan ward |
| X.3.2 | Sickness absence statistics – Daedalus, Dryad and Sultan ward |
| X.3.3.1 | Training record for qualified nurses – Daedalus, Dryad and Sultan wards |
| X.3.3.2 | Training programmes developed by PHCT with the local university |
| X.4.1 | 1994-2000 Staff survey results showing % who agree/disagree per question |
| X.4.2 | Staff survey 2000 results by percentage |
| X.4.3 | Staff survey 2000 results by number |
| X.5.1 | GWMH Patient survey results |
| X.5.2 | GWMH Patient survey results |
| X.5.3 | GWMH Patient survey action plan |

| Document Number | Title |
|------------------------|-------------------------------------------------------|
| X.6 | National Sentinel Survey of Stroke 1999 – information |
| X.7 | Divisional Review Reports - comment |
| Y1.1 | Staff Leavers Since 1998 by ward |
| Y1.2 | Staff Lists sent from the wards |
| Y1.3 | Other Staff |

2 APPENDIX 2

2.1 LIST OF ACRONYMS AND ABBREVIATIONS USED

| Abbreviation | Description |
|--------------|------------------------------------------------------------------------------------------------------------|
| AED | Automated External Defibrillators |
| AMH | Adult Mental Health |
| ASSM | Admin and Support Services Manager |
| BGS | British Geriatric Society |
| BNF | British National formulary |
| CGA | Comprehensive Geriatric Assessment |
| CHD | Coronary Heart Disease |
| CPA | Care Programme Approach |
| DNR | Do Not Resuscitate |
| DTI | Department of Trade and Industry |
| GWMH | Gosport War Memorial Hospital |
| HAS | Health Advisory Service |
| HCSW | Health Care Support Worker |
| HEA | Health Education Authority |
| Hemiplegia: | Paralysis on one side of the body. |
| HimP | Health Improvement Programme |
| IAHSP | Institute of Applied Health and Social Policy |
| IRP | Independent Review Panel |
| Neuroleptic | neuroleptic drugs cause a reduction in confusion and agitation and tend to normalize psychomotor activity. |
| NSAIDs | Non-steroidal anti-inflammatory drugs |
| NSF | National Service Framework |
| OPD | Out Patients Department |
| OTD | Occupational Therapy Department |
| PCTs | Primary care trusts |
| PHCT | Portsmouth Healthcare NHS Trust |
| PHNT | Portsmouth Hospitals NHS Trust |
| PHT | Portsmouth Aospitals trust |
| QA | Queen Alexandra |
| QAH | Queen Alexandra Hospital |
| RCN | Royal college of nursing |
| RCN | Royal College of Nursing |
| RHH | Royal Hospital Haslar |
| RoSPA | Royal Society for the Prevention of Accidents |
| SaFF | Service and financial framework |
| SJH | St James' Hospital |
| SMH | St Marys Hospital |
| SpR | Specialist Registrar |
| T&D | Training and development |
| TOD | Training on demand |

| | |
|-----|--------------|
| TTO | To Take Home |
| TTO | To Take Out |

3 APPENDIX 3

3.1 TIMELINE OF NHS DEVELOPMENT 1989 - 1998

A Timeline of NHS development from 1989-1998

NB – Labour government instituted openness and transparency in government. Therefore, very little information on pre-1998 DoH policy/NHS strategies is available.

1989. ‘Working for Patients’ white paper led to legislature in the form of the NHS and Community Care Act (1990).

- Purchaser-provider split, and the internal market
- GPs were offered the chance to become fundholders

1995. February. ‘NHS responsibilities for meeting continuing health care needs’ published

1996. ROs assume functions of abolished RHAs

1996. Family practitioner administration loses independent existence when FHSAs and DHAs rationalised into 100 unified HAs

1996. 1st April. Complaints procedure introduced.

1997. New Labour government

1998. March. Review of prescribing, supply and administration of medicines.

1997. ‘The New NHS: Modern, Dependable’ white paper

- Approach to improvement of standards localised, based on co-operation & partnership

1997. HAS 2000 review of care of older people on acute wards

1998. October. ‘Making partnerships work in community care: a guide for practitioners in housing, health and social services published’.

1997. Joint investment plans introduced in response to monitoring of 1995 continuing care guidance.

1998. ‘Working Together: Securing a quality workforce for the NHS’ published.

1998. Public Interest Disclosure Act, to enable whistle blowing without fear of retribution. Gagging clauses prohibited.

1998. April. ‘The transfer of frail older NHS patients to other long stay settings’ published

