

APPENDICES

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APPENDIX 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 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

Document Number	Title
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	IOWP and SEH 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
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

Document Number	Title
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
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

Document Number	Title
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
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)

Document Number	Title
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
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

APPENDIX 2

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

APPENDIX 3

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
- 1997. 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
- 1997. 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