

**DOCUMENT REQUEST FROM  
COMMISSION FOR HEALTH IMPROVEMENT**

**Documents & information required for the Investigation at  
Gosport War Memorial Trust (Portsmouth Health Care NHS  
Trust)**

***Already Received:***

Assessment and management of pain policy  
Prescription writing policy

***Documents:***

- o "Map" of the service
- o Clinical Governance baseline assessment
- o Management and organisational charts
- o Clinical Governance structure chart
- o Clinical Risk Strategy
- o Complaint monitoring reports, including annual reports (3 years)
- o Board agendas (private & public - last three years)
- o Any completed patient surveys.
- o Policy documents to include Complaints, Whistleblowing, SUI's. Given the number of policy documents usually agreed within a Trust, a list of other relevant policies would be helpful.
- o Quality Strategy
- o Staff surveys
- o Staff turnover/sickness/vacancy levels at Gosport hospital
- o Trust Annual Reports (3 years)

***Information:***

- o Details of local newspapers and local press contacts
- o Addresses and telephone numbers (plus name of each Chief Officer) of your local CHCs
- o Address of local car hire firm
- o Trust e-mail contact
- o Stakeholder list to include:
  - Your host Health Authority
  - Neighbouring Health Authorities
  - Local PCG/PCT's

- Social services



- Local Medical Committee
- Local Pharmaceutical
- Local MP
- Local District/County Councils
- Nursing Homes
- Voluntary organisations within the Trust (eg League of Friends, volunteers, etc)
- Voluntary sector organisations and community groups
- Local patient support and self-help groups

Note: Contact names and telephone numbers for the above would be helpful if these are available. In addition, there may be other particular interest groups or individuals you feel we should contact within your area.

Mt/3/10