

APPENDIX A

Documents reviewed by CHI and/or referred to in the report

(A) National documents:

1. **Modern Standards and Service Models, Older People, National Service Framework for Older People,** Department of Health, March 2001.
2. **Measuring disability a critical analysis of the Barthel Index,** British journal of therapy and rehabilitation, April 2000, Vol 7, No 4.
3. **The New National Health (NHS) Service, Summary, Making a Difference,** July 1999.
4. **The Public Interest Disclosure Act 1998 - whistleblowing in the NHS,** NHS Executive, August 1999
5. **Improving Working Lives - Publications,** Department of Health, February 2002
6. **Guidelines for the administration of medicines, (including press statement)** United Kingdom Central Council for Nursing, Midwifery and Health Visiting, October 2000
7. **Extension of independence nursing prescribing,** Department of Health, February 2002
8. **Essence of Care: patient- focused benchmarking for healthcare practitioners,** Department of Health February 2001
9. **Caring for older people: A nursing priority, intergenerational knowledge, practice and values,** The nursing and midwifery advisory committee, March 2001

(B) Documents relating to Portsmouth Healthcare NHS Trust:**Trust Strategic**

1. **Our work, our values - a guide to Portsmouth Healthcare NHS Trust.** (undated)

2. **Annual reports**
2000 - 2001, 2000-1999, 1998/1999, Portsmouth
Healthcare NHS Trust
3. **Local health, local decisions - proposals for the transfer of management responsibility for local health services in Portsmouth and south east Hampshire from Portsmouth HealthCare NHS Trust to local Primary Care Trust and West Hampshire NHS Trust, Portsmouth Healthcare NHS Trust, Trust Dissolution. September 2001.**
4. **Trust Dissolution: summary of meeting, 1 November 2001, to agree the future management arrangements for risk and clinical governance systems and groups.**
5. **Looking Forward..The Next Five Years 1995 - 2000, Portsmouth Healthcare NHS Trust, September 1994.**
6. **Business plans**
2000/2001, 1999/2000, 1998/1999, 1997/1998
Portsmouth Healthcare NHS Trust
7. **Gosport War Memorial Hospital key objectives**
1997/1998, Portsmouth Healthcare NHS Trust, 24 July
1997
8. **Health improvement programme 2000 - 2003, Portsmouth and south east Hampshire, Isle of Wight, Portsmouth and South East Hampshire, April 2000.**
9. **Fareham health improvement programme 2000 - 2002, Fareham and Gosport Primary Care Groups, (undated).**
10. **A report on a future Patient Advice Liaison Service for Fareham & Gosport primary care trust, Portsmouth Healthcare NHS Trust, November 2001.**
11. **Patient Survey results, Portsmouth Healthcare NHS Trust, November 2001.**
12. **2001/2002 Services and Financial Framework (SAFF) Cost and service pressures. Portsmouth Healthcare NHS Trust, (undated)**
13. **Portsmouth Healthcare NHS Trust leaflet, from 1923 to 1995, Portsmouth Healthcare NHS Trust (undated)**
14. **Gosport War Memorial Hospital outpatients clinics, 9 July 2001**

15. **User involvement in service development: A framework.** Portsmouth Healthcare NHS Trust, (undated)
16. **Isle of Wight, Portsmouth & South East Hampshire Health Authority Join Investment Plan for Older People 2001-2002,** Isle of Wight, Portsmouth & South East Hampshire Health Authority, (undated)
17. **Portsmouth Healthcare NHS Trust, Trust board agendas and strategic briefing documents**
trust board strategic briefing 18 October 2001, 19 July 2001, 21 June 2001, 18 January 2001, 19 October 2000, 20 July 2000, 15 June 2000, 20 April 2000, 20 January 2000, 21 October 1999, 15 July 1999, 17 June 1999, 15 April 1999, 21 January 1999, 22 October 1998, 24 September 1998
- public meeting of the trust board** 20 September 2001, 17 May 2001, 15 February 2001, 16 November 2000, 21 September 2000, 18 May 2000, 17 February 2000, 18 November 1999, 16 September 1999, 20 May 1999, 18 February 1999, 19th November 1998
- agenda for part two of meeting of trust board** 20 September 2001, 17 May 2001, 15 February 2001, 16 November 2000, 21 September 2000, 18 May 2000, 17 February 2000, 18 November 1999, 16 September 1999, 20 May 1999, 18 February 1999, 19th November 1998, 24 September 1998,

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1. **Portsmouth Healthcare NHS Trust, Divisional review 2000 Gosport and Fareham division,**
 8 February 2000, 10 August 2000, 16 May 2000, 11 November 1999
2. **Draft 3, National Service Framework: Older people steering group (District wide implementation team) Terms of reference.** Isle of Wight, Portsmouth and South East Hampshire health authority, (undated)
3. **Correspondence: re Healthcall data 2000-2001 analysis,** Knapman Practice
4. **Correspondence: re Healthcall regarding contract for 2002,** Healthcall, Business Manager, March 2002

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2. **Combined five year capital programme 2001/02-2005/06**, Portsmouth Healthcare NHS Trust, Portsmouth City primary Care Trust, East Hampshire NHS Primary Care Trust, 8 November 2001.
3. **Portsmouth Healthcare NHS Trust, Investors in people report**, July 1999.
4. **Portsmouth Healthcare NHS Trust, Quality report - governance indicators**
quarter ending 30 June 2001, 31 March 2001, 31 December 2000, 30 September 2000, 30 June 2000, 31 March 2000, 31 December 1999, 30 September 1999, 30 June 1999, 31 March 1999, 31 December 1998, 30 September 1998, 30 June 1998, 31 March 1998, 31 December 1997, 30 September 1997, 30 June 1997
5. **Annual quality report to Portsmouth and South East Hampshire health authority (quarter 3 2000/01)**, Portsmouth HealthCare NHS Trust 27 February 2001
6. **Community hospitals third quarter quality report**, Portsmouth HealthCare NHS Trust, January 2000
13. **Improving quality - steps towards a 'First class service'**, Portsmouth Healthcare NHS Trust September 1998.
14. **Infection control services, Portsmouth Hospitals NHS Trust and Portsmouth Healthcare NHS Trust, Nursing practice audit**, Portsmouth Healthcare NHS Trust, 9 May 2001.
15. **Emergency incidents originating at Gosport War Memorial Hospital**, Hampshire Ambulance Service NHS Trust, April 2000 - February 2002

Staffing and Accountability

1. **Portsmouth Healthcare NHS Trust, Staff handbook.**
(undated)
2. **Junior doctor's accreditation information**

3. **Portsmouth Healthcare NHS Trust, GP contracts for trust working**, December 1979–November 1999.
4. **Portsmouth Healthcare NHS Trust, GP contracts for trust working, Out of hours GP contract**, April 2001 – July 2001.
5. **Specification of medical services provided by retained medical officer, (RMO)**. Portsmouth Healthcare NHS Trust, (undated)
6. **Strategy for employing locum medical staff**. Portsmouth Healthcare NHS Trust, (undated)
7. **The development of clinical supervision for nurses, Nurse consultant, Adult mental health services**. (undated)
8. **Correspondance/Memorandum re:Staff Opinion Survey Results**, Portsmouth Healthcare NHS Trust, 18 December 2001
9. **Staff Opinion Survey 2000**. (undated)
10. **Common actions arising from staff opinion survey results**, Personnel, 19 October 2001
11. **Memorandrum re: Senior managers on call**, Portsmouth Healthcare NHS Trust, 29 September 2000
12. **Personnel and human resources/management strategy and action plan**. Portsmouth Healthcare NHS Trust, Personnel Director, October 2001
13. **Strategy for human resource management and important human resource issues**. Portsmouth Healthcare NHS Trust, Personnel Director, October 1996
14. **Human resource management**. Portsmouth and South East Hampshire Health Authority Community Health Care Services, November 1991

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2. **Clinical Stroke service guidelines**-Department of medicine for elderly people (undated)
3. **Re-Audit evaluation of compliance with revised handling assessment guidelines**, Portsmouth Healthcare NHS Trust, June 1998 - November 1998.
4. **Feeding people, Trust wide Re-Audit of nutritional standards**, Portsmouth Healthcare NHS Trust, November 2001.
5. **Trust records strategy**, Records Project Manager, Portsmouth Healthcare NHS Trust March 2001.
6. **A guide to medical records, A pocket guide to all medical staff**, Portsmouth Healthcare NHS Trust, June 2000.
7. **Health records all specialities core standards and procedures**, Portsmouth Healthcare NHS Trust (incorporating East Hants Primary Care Trust and Portsmouth City Primary Care Trusts), December 1998 updated February 2000 and May 2001.
8. **Referral to old age psychiatry form**, Portsmouth Healthcare NHS Trust, (undated)
9. **Patients Affairs Procedure - Death Certification and Post Mortems**. Department of Medicine for Elderly People, Queen Alexandra Hospital, (undated)
10. **Audit of compliance with bed rails guidelines in community hospitals**, Portsmouth Healthcare NHS Trust, August 2001.
11. **Ortho-Geriatric development group**, East Hampshire & Portsmouth City Primary Care Trusts, Fareham & Gosport Primary care groups, Portsmouth Hospitals NHS Trust, Portsmouth Healthcare NHS Trust, 23 November 2001.
12. **Patient flows, organisational chart**, 24 October 2001.
13. **Portsmouth Hospitals and Portsmouth Healthcare NHS Trusts Joint Generic Transfer Document**. Portsmouth Hospitals and Portsmouth Healthcare NHS Trusts (undated)

14. **Discharge summary form, Guidance notes for completion**, Portsmouth Healthcare NHS Trust, 21 November 2001.
15. **Audit of patient records, December 1997 - July 1998**. Portsmouth Healthcare NHS Trusts
16. **Audit of nutritional standards, October 1997 - April 1998**. Portsmouth Healthcare NHS Trust, (undated)
17. **Falls Policy Development- Strategy to reduce the number of falls in community hospitals**
Minutes of 'Falls' meetings held on 26 July 2001, 13 June 2001, 26 February 2001, 18 January 2001, 23 November 2000, 5 October 2000 Portsmouth Healthcare NHS Trust,
18. **Stepping Stones, How the Need for Stepping Stones came about**. Portsmouth Healthcare NHS Trust (Undated)
19. **Portsmouth Healthcare NHS Trust Policies**
Resuscitation Status Policy, April 2000.
Whistleblowing Policy, February 2001, Risk Management Policy, January 2001, Recording and Reviewing Risk Events Policy, May 2001, Control and Administration of Medicines by Nursing Staff Policy, January 1997, Prescription Writing Policy, July 2000, Policy for Assessment and Management of Pain, May 2001, Training and Education Policy, April 2001. Bleep holder policy review, 15 May 2001, Prevention and Management of Pressure Ulcers policy, May 2001, Prevention and Management of Malnutrition within Trust Residential and Hospital Services, November 2000. Client Records and Record Keeping policy, December 2000, Trust Corporate Policies, Guidance for Staff, Revised August 2000, Psychiatric Involvement policy, November 2001, Induction Training Policy, October 1999
20. **Medicines Policy Incorporating the I.V Policy, Final Draft - version 3.5**, Portsmouth Hospitals NHS Trust, Royal Hospital Haslar, Portsmouth Healthcare NHS Trust, August 2001.
21. **Non-emergency patient transport request form**, Portsmouth Hospitals and Healthcare NHS Trust, (undated)

22. **Patient transport - standards of service**, Portsmouth Healthcare NHS Trust, Development Directorate, March 2001
23. **Booking criteria and standards of service - criteria for use of non-emergency patient transport**, Portsmouth Hospitals and Healthcare NHS Trust and Hampshire Ambulance Trust, (undated)

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2. **British National Formulary 41**, British Medical Association, Royal Pharmaceutical Society of Great Britain, 2001
3. **Wessex Palliative Care Handbook, Guidelines on clinical management fourth edition**, Portsmouth Healthcare NHS Trust, Portsmouth Hospitals NHS Trust, The Rowans (Portsmouth Area Hospice) (undated)
4. **National sentinel clinical audit, evidence-based prescribing for older people: Report of national and local results**, Portsmouth Healthcare NHS Trust, (undated)
5. **Compendium of Drug Therapy Guidelines 1998, For Adult Patients only**. Portsmouth Healthcare NHS Trust, Portsmouth Hospitals 1998
6. **Draft protocol for prescription and administration of diamorphine by subcutaneous infusion**, Medical Director, Portsmouth HealthCare NHS Trust, 15 December 1999
7. **Medicines and prescribing Committee Meeting agendas** 3 February 2000, 4 May 2001, 6 April 2000, 6 July 2000, 3 November 2000
minutes 3 November 2000, 5 January 2001
8. **Correspondence: Protocol for prescription administration of diamorphine by subcutaneous infusion**, Portsmouth HealthCare NHS Trust, 7 February 2000
9. **Correspondence: Protocol for prescription administration of diamorphine by subcutaneous**

infusion, Portsmouth HealthCare NHS Trust, 11
February 2000

10. **Correspondence: Portsmouth HealthCare NHS Trust- Syringe driver control**, Portsmouth HealthCare NHS Trust, 21 February 2000
11. **Correspondence: diamorphine guidelines**, Portsmouth HealthCare NHS Trust, 21 February 2000
12. **Audit of prescribing charts: questionnaire** Portsmouth Healthcare NHS Trust, (undated)
13. **Administration of Controlled Drugs - The Checking Role for Support Workers, Guidance Note for Ward/Clinical Managers**, Portsmouth Healthcare NHS Trust, February 1997.
14. **Scoresheet - Medicines Management Standard**, 2001/02. Portsmouth Healthcare NHS Trust,
15. **Organisational Controls Standards, Action Plan, 2000/01**. Portsmouth Healthcare NHS Trust,
16. **Trust Board, 16 October 2000**.
17. **Summary medicines use 1997/1998 to 2000/2001**, Portsmouth Hospitals NHS Trust Pharmacy Service, April 2002

Communication

1. **Training on Demand :Working in Partnership**. Portsmouth Healthcare NHS Trust, (undated)
2. **Programme of Training Events, 2001 - 2002**. Portsmouth Healthcare NHS Trust (undated)
3. **Gosport War Memorial Hospital, Patient Survey**, Portsmouth Healthcare NHS Trust 31 October, 2001.
4. **Sultan Ward leaflet, Gosport War Memorial Hospital**. Portsmouth Healthcare NHS Trust
6. **Consent - What you have a right to expect, A guide for relatives and carers, first published** Department of Health, July 2001.

End of Life

1. Post Mortem Information for Relatives, Hospital Post Mortem Consent Form Portsmouth Healthcare NHS Trust, January 2001.
2. Proposal for Portsmouth Healthcare NHS Trust, The Provision of an Employee Assistance Programme for Portsmouth Healthcare NHS Trust, Corecare 16 March 2000.
3. Gosport War Memorial Hospital, Chaplains leaflet. Portsmouth Healthcare NHS Trust (undated)
4. Gosport War Memorial Hospital, Chaplains & Portsmouth Healthcare NHS Trust, Because We Care, Community Health Services - Leaflets. Portsmouth Healthcare NHS Trust
5. Talking with Dying Patients, Loss Death and Bereavement, staff handout (no author) (undated)

Supervision and Training

1. Multi-disciplinary post registration development programme, 2001.
2. Gerontological Nursing programme: Proposal for an intergrated Work based learning and practice development project between the RCN's Gerontological Nursing programme, Portsmouth Health Care NHS Trust, PCT's and Portsmouth University: COMMUNITY HOSPITALS, Royal College of Nursing, version 2.0 2001
3. Multi-disciplinary post registration year 2000 - 2001, Programme 21 Portsmouth Healthcare NHS Trust, November 2001.
4. Training programme 2002 and In-service training-list of lectures. (undated)
5. Occupational Therapy Service - Supervision Manual. Portsmouth Healthcare NHS Trust, Portsmouth City Council, Hampshire County Council Social Service department (undated)
6. Certificate of Attendance. This is to certify that staff have attended peer reviews. Portsmouth Healthcare NHS Trust (undated)

7. Supervisor Support Group Meeting - 8 November 2001, Cosham.
8. Post registration conference programme 2000/2001
9. Acute Life-threatening Events Recognition and Treatment (ALERT) - A multi Professional course in care of the acutely ill patient. Portsmouth Healthcare NHS Trust, October 2000
10. Training and development for Nursing Staff in Portsmouth HealthCare NHS Trust Community Hospitals relating to intermediate care: Progress report¹² February 2001.
11. Programme of Training Events, 2001 - 2002. Portsmouth Healthcare NHS Trust (undated)
12. Training on Demand, Index of Titles. Portsmouth Healthcare NHS Trust, (undated)
13. E-Learning at St James', Catalogue of Inter-Active Training Programmes, November 2001.
14. Valuing Diversity, pamphlet - Diversity Matters, Portsmouth Healthcare NHS Trust, 2000.
15. Procedural Statement - Individual Performance Review: Reccommended documentation and guidance notes. Personnel Director, Portsmouth Healthcare NHS Trust, April 2001
16. IPR Audit Results 2000, Community Hospitals Service Lead Group, 22 March 2001
17. Clinical Nursing Development, Promoting the Best Practice in Portsmouth Healthcare, Portsmouth Healthcare NHS Trust January 1998.
18. An evaluation of Clinical Supervision Activity in Nursing throughout Portsmouth Healthcare NHS Trust, Mary Golden (Clinical Practice Development Coordinator) Portsmouth Healthcare NHS Trust, December 1999.

Complaints

1. Your Views Matter, Making comments or complaints about our services. Portsmouth Healthcare NHS Trust (undated)

2. Handling Patient Related Complaints Policy,
Portsmouth Healthcare NHS Trust, January 2000.
3. Anonymised correspondence on complaints relating to
Gosport War Memorial Hospital, since 1998
4. Learning from Experience, Action from Complaints and
Patient Based Incidents, 1998 - 2001. Portsmouth
Healthcare NHS Trust
5. Handling Complaints Course Facilitators Notes,
Portsmouth Healthcare NHS Trust, 21 May 1999

Clinical Governance

1. Community Hospitals, Governance framework - January
2001.
2. Community Hospitals & Portsmouth HealthCare NHS
Trust Clinical Governance Development Plan - 2001-
2002.
3. General Rehabilitation Clinical Governance Group,
minutes of meeting 6 September 2001.
4. Stroke Service Clinical Governance meeting, minutes
of meeting 12 October 2001.
5. Continuing Care Clinical Governance Group, minutes
of meeting 7 November 2001. Portsmouth Healthcare
NHS Trust
6. Community Hospitals Clinical Leadership Programme
Update, 19 November 2001. Portsmouth Healthcare NHS
Trust
7. Practice Development Programme: Community hospitals
clinical governance, Portsmouth Healthcare NHS
Trust, March 1999.
8. Third Quarter quality/clinical governance report,
Community Hospitals Service Lead Group, Portsmouth
Healthcare NHS Trust, January 2000.
9. Community Hospitals Clinical Governance Baseline
Assessment Action Plan, September 1999.
10. Notes of a Community Hospital Service Lead
Group Meeting, Portsmouth Healthcare NHS Trust, 26
May 2000.

11. **Mandatory training by contract group**, November 2000.
12. **Clinical Governance: Minimum Expectations of NHS Trust and Primary Care Trusts from April 2000. Action Plan - Review March 2001.** Portsmouth Healthcare NHS Trust (undated)
13. **Clinical Governance - Annual Report 2000/2001, 1999/2000,** Portsmouth Healthcare NHS Trust
14. **Risk Management Strategy 2000 - 2003.** Portsmouth Healthcare NHS Trust, October 2001
15. **Portsmouth Healthcare NHS Trust, Risk Event forms and Instructions.** Portsmouth Healthcare NHS Trust, (undated)
16. **Clinical Governance, District Audit 1998/1999 & Summary report** Portsmouth Healthcare NHS Trust December 1999
17. **Clinical Governance Baseline Assessment, Trust Wide Report, 1999.** Portsmouth Healthcare NHS Trust (undated)
18. **Trust Clinical Governance Panel, Meeting held 16 May 2001.** Portsmouth Healthcare NHS Trust
19. **Memorandum, Implementation of clinical governance, 11 June 1999.** Portsmouth Healthcare NHS Trust
20. **Risk Management Strategy 1999/2002,1998/2001** Portsmouth Healthcare NHS Trust

D) DOCUMENTS RELATING THE ELDERLY MEDICINE AT THE GOSPORT WAR MEMORIAL HOSPITAL

Trust Strategic

1. **Dryad Ward, Gosport War Memorial Hospital, Away Day, 22 January 2001**
2. **Community hospital service plan 2001/2002,** Portsmouth Healthcare NHS Trust (undated)
3. **Community Hospitals GP bed service plan 2002/2001,** Portsmouth Healthcare NHS Trust, 30 November 1999

4. **Gosport War Memorial Hospital key goals 200-2001**, Portsmouth Healthcare NHS Trust, 25 July 2000
5. **Intermediate care and rehabilitation services, March 2001 Final monitoring report intermediate Care.** Fareham and Gosport primary care groups, May 2000.
6. **Team Objectives 1999/2000-Sultan ward**, Portsmouth Healthcare NHS Trust, 21 November 2001
7. **Gosport War Memorial Key Objectives 1998/1999**, Portsmouth Healthcare NHS Trust, 27 March 1998
8. **Dryad Away Day, 18 May**, Portsmouth Healthcare NHS Trust
9. **Gosport War Memorial Hospital leaflet and general information**, Portsmouth Healthcare NHS Trust (undated)
10. **NHS, Re: Gosport health improvement programme (HIMP) 2002 - 2005.** Fareham and Gosport primary care groups (undated)
11. **Fareham and Gosport primary care groups intermediate care and rehabilitation services**, Fareham and Gosport primary care groups (undated)

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1. **The department of medicine for elderly people - Services provided.** (undated)
2. **Discharge data from Sultan, Dryad and Daedalus wards 1997/1998**, Fareham and Gosport primary Care Group, April 2002
3. **Fareham and Gosport staff management structure, community hospitals**, Portsmouth Healthcare NHS Trust 25 October 2001.
4. **Fareham and Gosport locality division structure**, Portsmouth Healthcare NHS Trust 25 October 2001.
5. **Fareham and Gosport older persons locality implementation group progress report.** Isle of Wight, Portsmouth and South East Hants health authority, Fareham and Gosport primary care groups, (undated)
6. **Development of intermediate care and rehabilitation services within the Gosport locality**, Portsmouth Healthcare NHS Trust (undated)

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1. **Correspondence from department of medicine for elderly people re: national sentinel audit of stroke 1999-** Portsmouth Healthcare NHS Trust 8 March 2000
2. **Gosport War Memorial Hospital, Feedback from patients survey**
October 2001, July 2001, Portsmouth Healthcare NHS Trust, 25 October 2001

3. **Gosport War Memorial Hospital, Patient Survey Action Plan.** Portsmouth Healthcare NHS Trust, (undated)

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1. **Lead consultant- Department of medicine for elderly people job description,** Portsmouth Healthcare NHS Trust, 4th draft February 1999.
2. **Clinical Assistant in geriatric medicine- Gosport War memorial Hospital, geriatric day hospital,** Portsmouth Healthcare NHS Trust. 2 December 1998
3. **Clinical Assistant position to the geriatric division in Gosport,** Portsmouth and south east Hampshire health authority, April 1988
4. **Service manager (H Grade) -Department of medicine for elderly people job description,** Portsmouth Healthcare NHS Trust , 29 August 2000
5. **Service manager, Community Hospitals Fareham & Gosport,** Portsmouth Healthcare NHS Trust, February 2000.
6. **University of Portsmouth, Clinical nursing governance in a department of elderly medicine: an exploration of key issues and proposals for future development,** Portsmouth Healthcare NHS Trust, May 2000.
7. **A review of nursing in the department of elderly mental health,** Portsmouth Healthcare NHS Trust, July 2001.
8. **One year on: aspects of clinical nursing governance in the department of elderly medicine,** Portsmouth Healthcare NHS Trust, September 2001.
9. **Operational policy, bank/overtime/agency, Fareham and Gosport community hospitals and elderly mental health,** Portsmouth Healthcare NHS Trust, 1 May 2001.
10. **Full time staff grade physician -Gosport War Memorial Hospital-** Department of medicine for elderly people, Portsmouth Healthcare NHS Trust, 5 July 2000
11. **Correspondence re: staff grade physician contract-** Gosport War Memorial Hospital, Portsmouth Healthcare NHS Trust 26 September 2001

12. **Correspondence re: consultant in medicine for the elderly contract**, Wessex Regional Health Authority, 28 January 1992
13. **Essential information for medical staff, mastercopy, department of medicine for elderly people** Portsmouth Healthcare NHS Trust, (undated)
14. **Department of medicine for elderly people, consultant timetables August1997- May2001.** Portsmouth Healthcare NHS Trust
15. **Development of intermediate care and rehabilitation services within the Gosport locality.** Portsmouth Healthcare NHS Trust, (undated)
16. **Information for supervision arrangements for Gosport War Memorial Hospital, 11 November 2001 and Minutes-Clinical managers meeting 12 November 2001,Notes o action learning meeting 11 June 2001, notes from team leader meetings 5 April 2001,notes of Daedalus ward meeting 6 August 2001, Portsmouth Healthcare NHS Trust.**
17. **Fareham & Gosport locality division, nursing accountability pathway.** Portsmouth Healthcare NHS Trust, (undated)
18. **Medical accountability structure for Gosport War Memorial Hospital.** (undated)
19. **Staffing and accountability - supervision arrangement consultant timetable at Gosport War Memorial Hospital 1998-2001.** Portsmouth Healthcare NHS Trust
20. **Night skill mix review Gosport War Memorial Hospital,** Portsmouth Healthcare NHS Trust, 28 March 2001.
21. **Vacancy levels 1998 - 2001 for Sultan, Daedalus and Dryad,** Portsmouth Healthcare NHS Trust, 21 November 2001.
22. **Sickness absence statistics for Daedalus Ward,** Gosport War Memorial Hospital, 2000 - 2001. (undated)
23. **Sickness absence statistics for Sultan Ward,** Gosport War Memorial Hospital, 1998 - 2001. (undated)
24. **Wastage for qualified nurses -Daedalus, Dryad and Sultan Ward.** (undated)

Guidelines

1. **Winter escalation plans elderly medicine and community hospitals.** Portsmouth Healthcare NHS Trust, (undated)
2. **Audit of detection of depression in elderly rehabilitation patients, January - November 1998.** Portsmouth Healthcare NHS Trust (undated)

3. **District Audit Review of rehabilitation service for Older people 2000/2001**, Portsmouth Healthcare NHS Trust, January 2001
4. **Memorandum to all medical staff re: Rapid tranquillisation** - Department of medicine for elderly people, Portsmouth Healthcare NHS Trust 23 February 2001
5. **Correspondence re: Guidelines on management of acute confusion to general manager** - Department of medicine for elderly people, Portsmouth Healthcare NHS Trust 18 October 2001
6. **Memorandum to all consultants from consultant geriatrician re: Management of acute confusion** Elderly medicine, Queen Alexandra Hospital Portsmouth Healthcare NHS Trust 30 April 2001.
7. **Community Hospitals, Guidelines for confirmation of death**, Portsmouth Healthcare NHS Trust, Policy date May 1998 Review date May 1999.
8. **Guidelines for admission to Daedalus Ward** Portsmouth Healthcare NHS Trust, 4 October 2000.
9. **Clinical policy, Admission and discharge policy**, Portsmouth Healthcare NHS Trust, September 2000.
10. **Urgent for the notice of all medical and nursing staff in the event of a suspected fractureand/or dislocation of a patient on the above ward, Daedalus and Dryad Wards, Gosport War Memorial Hospital**, Portsmouth Healthcare NHS Trust, 16 November 2001.
11. **Procedure for the Initial Management of Medical Emergencies in Gosport War Memorial Hospital**, Portsmouth Healthcare NHS Trust, 15 January 2001.

Drugs

1. **Reaudit of neuroleptic prescribing in elderly medicine, September to December 2001**, Portsmouth Healthcare NHS Trust
2. **Audit of Neuroleptic Prescribing in Elderly Medicine**, Portsmouth Healthcare NHS Trust, January-November 1999.
3. **Administration of Medicines, Community Hospitals - Programme for updating qualified staff**, Portsmouth Healthcare NHS Trust, 13 March 1997

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1. **Wednesday Lunch Meetings for Staff- Department of Medicine for Elderly People - 1996 - 2001.**
2. **Friday Lunchtime Journal Club- Department of Medicine for Elderly People -1999 - 2001.**
3. **Memomrandum, -Seminar- Osteoporosis & Falls, 19 October 2001- Clinical Assistant Teaching Elderly Medicine**, Portsmouth Healthcare NHS Trust 14 November 2001.

4. Introduction to Gosport War Memorial Hospital for staff - Daedalus Ward, Dryad Ward, Mulberry Ward, Blake Ward, Portsmouth Healthcare NHS Trust, (undated)
5. Competence Record and Development for Qualified Nurses 1998 - 2001, Sultan, Dryad, Daedalus
6. Fareham & Gosport Induction Programme, 9 November 2001. Portsmouth Healthcare NHS Trust (undated)
7. Training and Development in Community Hospitals Workshops - Practice Development Facilitators. (Gosport War Memorial Hospital, St Christophers Hospital, Emsworth Victoria Cottage Hospital, Petersfield Community Hospital, Havant War Memorial Hospital) East Hampshire Primary Care Trust (undated)
8. Total number of courses undertaken by Fareham & Gosport Occupational Therapists for year 2000/2001 = 345, 23 November 2001.
9. Occupational Therapy Service- Continuous Professional Development and Training- Fareham and Gosport Locality, Occupational Therapy Professional Advisor, 23 November 2001.

Complaints

1. Gosport War Memorial Hospital, Patients survey information and action plan, Portsmouth Healthcare NHS Trust, October 2001.
2. Analysis of complaints, Gosport War Memorial Hospital, Workshop notes and action plans, February 2001.

E) DOCUMENTS RELATING TO POLCIE INVESTIGATION INTO GOSPORT WAR MEMORIAL HOSPITAL

1. Police expert witness report, Professor B Livesley, MD, FRCP
2. Police expert witness report, Professor G Ford, MA, FRCP
3. Police expert witness report, Dr K Mundy, FRCP

F) OTHER DOCUMENTS RELATING TO GOSPORT WAR MEMORIAL HOSPITAL

1. A local procedure for the identification and support of primary care medical practitioners whose performance is giving cause for concern Isle

of Wight, Portsmouth and South East Hampshire
Health Authority and Local Medical Committee
(undated)

2. **South East Region, Clinical Governance and
Clinical Quality Assurance, The Baseline
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3. **Physiotherapy Service, continuing Professional
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(Undated)

