

Minutes of Team Briefing Meeting
17th December 2001
Room 1N

Attendees.

Liz Fradd	LF
Julie Miller	JM
Anne Grosskurth	AG
Kellie Rehill	KR
Dr Tony Luxton	TL
Alan Carpenter	AC
Mary Parkinson	MP
Jennifer Wenborn	JW
Maureen Morgan	MM

Agenda Point	Note	Instigator
1.0	Reasons for CHIs decision to undertake this investigation	
1.1	The involvement of PCG's in PCT	AC
1.2	Information from CGR	JM
1.3	Check dates of Chronological order of Mrs R details	JM
1.4	Police Report- send with Analyst Report	KR
1.5	Definition of High Risk – use of diamorphine	MP
1.6	Cremation Certificates- who is signing certificates	TL
1.7	Grid of how complaints progressed and developed	JM
2.0	Key themes following stakeholder work	
2.1	List of stakeholder interviews	KR
2.2	Have the stakeholder received counselling therefore enabling a clear distinction between grieve and compliant	MP
2.3	Send interview notes of Nicky Pendleton to AC	KR
3.0	The site visit	
3.1	During observation visit organise a room available for discussion with potential stakeholders	JM
3.2	Yes to seeking clarification from staff during observation visit	JM
3.3	Visit between meal times	MP
3.4	Copy of observation tool	JM
3.5	Interview with Financial Director to observe the practice of National Framework in the service	AC
3.6	Interview the ASSM manager of ward clerks	NN
3.7	Put job titles to the Names of staff being interviewed	JM
3.8	At Q&A and Haslar- Interview the person in charge of making decisions about Beds	ALL
3.9	Is there a rehabilitator involved in transfer of patients?	JW
3.10	Interview District Nurses?	MM
3.11	What is the situation of Bed journeys? How easy is the flow from one bed to another?	AC

3.12	Interview general manager at the Acute Hospital	AC
3.13	Quality of Bed State?	
3.14	How does MRSA effect bed planning	MP
3.15	Who manages the bed at GWMH	
3.16	Laminate introduction to interviewees	KR
3.17	Policy about any information that the interviewee does not want to write down	JM/AG
4.0	Winmax	
4.1	Examples of codes	AG
4.2	New Codes- G9- joint working D4- breakdown K4 – team working within teams E10 Rehabilitation E11 Continuing care I7 – Joint training NC- No Code	All
5.0	Report writing and publication	
6.0	Analysis of information	
6.1	Report at end of week	NN
6.2	The affect that the increase more dependent patients has on continuing care?	TL
6.3	The classification of the health of the individuals transferred and admitted	TL
6.4	Lack of medical input to policies- would like to interview consultants	TL
6.5	Are there any differences between people coming from Q&A or Haslar	JW
6.6	Minutes of professional Advisory Groups	AC
6.7	How do they make decisions in such a complicated organisation? How do they make strategic decisions?	AC
6.8	AC will examine the structures more clearly	AC
6.9	Joint Investment Plan	AC
6.10	What are their plans for intermediate care	TL
6.11	The use of grading systems	MM
6.12	Rotation systems of night shifts? How has it worked practically?	MM
6.13	What is the rational behind their changes? How do they know how these decisions impact patient care?	All
6.14	What is the connection between academic and practical day-to-day nursing?	MM
6.15	Training and development of support workers –NVQ levels?	MM
6.16	To what extent is palliative ace being involved at GWMH is there a nurse specialist?	JW
6.17	What condition are people in when they arrive?	
6.18	SULTAN- is it being managed differently? Is there an ‘US and Them’ feel?	

6.19	How do corporate policies filter through all three wards?	
6.20	Local Policy adherence by GP's in Sultan ward- what are the protocols that GP subscribe to?	
6.21	Who benefits from the type of care on Sultan? - What would happen to patient on Sultan if they were to become suddenly ill?	
7.0	Issues which may arise	
8.0	Expenses	
8.1	What happens to self-employed- PAYE	
8.2	What happens to those retired	
8.3	Confirm forms that should be used and how many should be sent in	
8.4	Find out about form that those seconded should fill in	
8.5	Definition of day-should they pull all their preparation time to create a day of work finances out on individual times spent on work.	
9.0	Msc	
9.1	Mary Parkinson will not be present 20.02.02	
9.2	Booking tickets for site week	KR
9.3	Post Mary and Jennifer analyst reports- Alan& Maureen Windows 95- Tony windows 98.	KR
9.4	Find out about facilities at the hotel for computers	
9.5	AC taxi fare of 13£ forgot to get a receipt.	