

## SUMMARY OF WHO DID WHAT/WHERE/WHEN ETC

WHO	WHAT	WHERE
	Context	
RG	Different Wards	
KP	Detailed criteria for admission	3.3.1
RG	Lots more on different services	
IH	See Binley's for Divisions	
	<b>2.1 Trust Strat man</b>	
NRN	TB Agendas	
	F&G Division	
CB	Panels reporting to Trust Board	
RG	Staff Survey	
CB	Money	
RG	Priorities NSF elderly care	
KP	Organisaition of care – change of bed status because of NSFs??/	
RG	Strategic Division planning?/	
IH	Health Economy partnerships	
	<b>2.2 Service Strat man</b>	
IH	Divisional Reviews	
KP	Job Descriptions	Accountabilities and structures
	<b>4 Clinical Governance</b>	
NN	Qulaity Strtagey 1998	
RG	Mentioned in Community Hops Service plan	
RG	Lots	
CB	Action Learning Meetings (Reason – IH)	
CB	Ward Meeting minutes	
	<b>Staff Attitude</b>	
RG	Staff Attitude surveys	
CB	Communication and collaboration with patients	
	<b>3.1.4 Org if Care</b>	
KP	Stepping Stones Project (Daedalus)	
	<b>3.1.5 Humanity</b>	
RG	Catering	
IH	Seminar of food in hospitals	
KP	Policy on feeding peopl	
	<b>3.1 Workforce and Service Planning</b>	
RG	Concernsn in surveys	

WHO	WHAT	WHERE
KP	See 'Anything else' for IWL	
IH	Divisional Reviews	
KP	Night Shift skill mix	
RG	Skill mix See also Nursing staff ans accountabilities	
	<b>3.2.2 Medical Staffing accountability</b>	
RG	See Context	
KP	Job Decriptions	
IH	Mulberry Critical incident	
	<b>3.2.3 Nursing Staff Accountabilities</b>	
KP	Job Descriptions for clinical manager	
RH	Training spreadsheet	
	<b>3.2.4 AHP</b>	
KP/IH	Bits	
	<b>3.2.6 Out of Hours</b>	
CB	Memos	
NN	Pharmacy	
KP	Admissions after 14:00 See admissions policy	
IH	Divisonal Reviews concerns about haslar	
	<b>3.2.7 Team Working</b>	
RG	Training session info	
	<b>3.2.8 Recruitment and Retention</b>	
RG	Not enough nurses	Nursing Staffing
KP	Vacancy stuff meaningless	
	<b>3.2.9 Delegation</b>	
KP		Nursing Staffing
	<b>3.3.1 Patient Transfers</b>	
KP	Geriatric Transfer Document	
CB	Urgent consultanst memos	
IH	Clinical incident – pt on Mulberry died	
CB	Winter escalation plans	
IH	DNR plicy	
Rg	Training spreadsheet on DNR	
	<b>Palliative Care</b>	
KP	Stratgey Review Group user Group	
IH	Risk when records went missing	
	<b>3.3.6</b>	
	<b>3.3.8</b>	

<b>WHO</b>	<b>WHAT</b>	<b>WHERE</b>
CB	PR Guidance	
KP	Audit	
RG	Training spreadsheet	
IH	Divisional review considers sickness	
	<b>Policies</b>	
CB	Pain Assessment Policy	Under Medicines
KP	Pain Assessment Policy	Medicines
	Prescription Writing	
CB	Winter Escalation Plans	
	<b>Medicines</b>	
CB	Trust med Committee; Formulary Group	
CB	Medicines management	General
CB	Medicines Policy	General
CB	Pain assessment policy and supporting docs	General
	<b>Prescribing</b>	
CB?	Prescribing Formulary Oct 2001	
CB	Drug Therapy Guidelines	
	<b>Administration</b>	
CB	Lots	
	<b>Drug Reviews</b>	
CB	Medicine management assessments	
RG	Training Info from spreadsheet	
	<b>Anything Else</b>	
RG	National Guidance	
KP	Audits of drug usage	
	<b>Communication and Collaboration</b>	
	<b>Patients</b>	
CB	User development framework	
	<b>Relatives</b>	
IH	Recognised as issue	
	<b>Social Services</b>	
RG	Staff Survey	
KP	Other survey stuff	
	<b>3.6</b>	
CB	Guidance on organ donation and procedure for PMs	
RG	Training spreadsheet	
	<b>Support Staff</b>	
NN	Move this bit	
	<b>3.7 Supervision and Training</b>	
CB/KP	Medical Staff	
CB	Nursing stuff	

WHO	WHAT	WHERE
RG	Shortage of Training – gerontological; Nursing training spreadsheet	
CB	Evaluation of supervision	
RG	ENB Courses	
CB/RG	Other stuff	
KP	Induction “Intro to GWMH”	
	4.1.1	
CB	Yes	
KP	Policy 1997 NHS Complaint procedure	
IH	?	
RG	Patient survey – have action plan – same as CB	
	<b>Specific Policies</b>	
CB	Older people	
RG	Policy on Policies	
RG	Admission and Discharge Policy	
RG	Guidelines for admissions to daedalus	
IH	T??	
KP	Psychiatric Policy	
?	Lots of policies	
	<b>Anything Else</b>	
CB	Letters about establishment of PCTs	
RG	General Picture of NSF for older people because care for elderly was bad	
Rg	British geriatrics Soc Doc – identified several risks scenarios	
RG	NHS Plan	
RG	NMWAC 98 national report	
MERAC	Prescribing for older people	
IH	Implementation of NSF	
KP	Audit Stuff	