

## APPENDIX A

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

**(A) Documents relating to Portsmouth Healthcare National Health Service Trust: Team Folder - Trust Strategic**

1. Portsmouth Healthcare National Health Service Trust, Background and Organisational Structures.
2. Portsmouth Healthcare National Health Service Trust, Gosport War Memorial Hospital.
3. Gosport War Memorial Hospital, 3 October 2001.
4. Portsmouth Healthcare National Health Service Trust, Trust Board, May 2001.
5. Fareham and Gosport Primary Care Groups, Intermediate Care and Rehabilitation Services, May 2000. March 2001 Final Monitoring Report Intermediate Care.
6. Portsmouth Healthcare National Health Service Trust, User Involvement in Service Development: A Framework.
7. Fareham and Gosport Primary Care Groups National Health Service, Re: Gosport Health Improvement Programme (HIMP) 2002 - 2005.
8. Isle of Wight, Portsmouth and South East Hampshire Health Authority National Health Service, Fareham and Gosport Primary Care Groups, Proposal to establish a Primary Care Trust for Fareham and Gosport, July 2001.

**(B) Documents relating to Portsmouth Healthcare National Health Service Trust: Team Folder - Service Strategic**

1. The Department of Medicine for Elderly People - Services Provided.

2. Portsmouth Healthcare National Health Service Trust, Fareham and Gosport Locality Division, Community Hospitals, 25 October 2001.
3. Isle of Wight, Portsmouth and South East Hampshire Health Authority, Draft 3, NSF??? Older People Steering Group (District Wide Implementation Team) Terms of Reference.
4. Isle of Wight, Portsmouth and South East Hants Health Authority, Fareham and Gosport Primary Care Groups, Fareham and Gosport Older Persons Locality Implementation Group Progress Report.

(C) Documents relating to Portsmouth Healthcare National Health Service Trust: Team Folder - Quality

1. Portsmouth Healthcare National Health Service Trust, Gosport War Memorial Hospital, Patient Survey Action Plan.
2. Portsmouth Healthcare National Health Service Trust, Gosport War Memorial Hospital, Feedback from Patients Survey - July 2001.
3. Portsmouth Healthcare National Health Service Trust, Gosport War Memorial Hospital, Feedback from Patients Survey - October 2001.
4. Quality Report - Governance Indicators: Quarter ending 30 June 2001.
5. Infection Control Services, Portsmouth Hospitals National Health Service Trust and Portsmouth Healthcare National Health Service Trust, Nursing Practice Audit, 9 May 2001.

(D) Documents relating to Portsmouth Healthcare National Health Service Trust: Team Folder - Staff and Accountability

1. Portsmouth Healthcare National Health Service Trust, Department of Medicine for Elderly People, Essential Information for Medical Staff, Mastercopy.
2. Sickness Absence Statistics for Daedalus Ward, Gosport War Memorial Hospital, 2000 - 2001.

3. Sickness Absence Statistics for Sultan Ward, Gosport War Memorial Hospital, 1998 - 2001.
4. Wastage for Qualified Nurses. Daedalus Ward.
5. Portsmouth Healthcare National Health Service Trust, One Year On: aspects of Clinical Nursing Governance in the Department of Elderly Medicine, Eileen Thomas, September 2001.
6. Portsmouth Healthcare National Health Service Trust, Night Skill Mix Review Gosport War Memorial Hospital, 28 March 2001.
7. Portsmouth Healthcare National Health Service Trust, Development of Intermediate Care and Rehabilitation Services within the Gosport Locality.
8. Portsmouth Healthcare National Health Service Trust, Specification of Medical Services provided by Retained Medical Officer, (RMO).
9. Portsmouth Healthcare National Health Service Trust, Operational Policy, Bank/Overtime/Agency, Fareham and Gosport Community Hospitals and Elderly Mental Health, 1 May 2001.
10. Portsmouth Healthcare National Health Service Trust, Strategy for Employing Locum Medical Staff.
11. The Development of Clinical Supervision for Nurses, Mary Golden - Nurse Consultant, Adult Mental Health Services.
12. Gosport War Memorial, Hospital Nursing, Supervision Arrangements.
13. Portsmouth Healthcare National Health Service Trust, Staffing and Accountability - 3.3 Supervision Arrangement Consultant Timetable.
14. Portsmouth Healthcare National Health Service Trust, Fareham & Gosport Locality Division, Nursing Accountability.
15. Medical Accountability Structure.
16. Staff Opinion Survey Results, 18 December 1998.
17. Staff Opinion Survey 2000.

18. Portsmouth Healthcare National Health Service Trust, Department of Medicine for Elderly People, Full time staff grade Physician.

**(E) Documents relating to Portsmouth Healthcare National Health Service Trust: Team Folder - Guidelines**

1. Portsmouth Healthcare National Health Service Trust, Memorandum re: Guidelines for admission to Daedalus Ward from Dr A Lord, 4 October 2000.
2. Portsmouth Healthcare National Health Service Trust, Clinical Policy, Admission and Discharge Policy, September 2000.
3. Patient Flows, 24 October 2001.
4. Portsmouth Healthcare National Health Service Trust, Winter Escalation Plans Elderly Medicine and Community Hospitals.
5. Portsmouth Hospitals and Portsmouth Healthcare National Health Service Trusts Joint Generic Transfer Document.
6. Portsmouth Healthcare National Health Service Trust, Urgent for the Notice of all Medical and Nursing Staff, Daedalus and Dryad Wards, Gosport War Memorial Hospital, 16 November 2001.
7. Portsmouth Healthcare National Health Service Trust, Discharge Summary Form, Guidance Notes for Completion, 21 November 2001.
8. Portsmouth Healthcare National Health Service Trust, Audit of Detection of Depression in Elderly Rehabilitation Patients, January - November 1998.
9. Audit of Patient Records, December 1997 - July 1998.
10. Portsmouth Healthcare National Health Service Trust, Audit of Nutritional Standards, October 1997 - April 1998.
11. Portsmouth Healthcare National Health Service Trust, Guidelines, Practices and Performance Management, Falls Policy Development.

12. Stepping Stones, How the Need for Stepping Stones came about.
13. Portsmouth Healthcare National Health Service Trust, Procedure for the Initial Management of Medical Emergencies in Gosport War Memorial Hospital, 15 January 2001.
14. British Geriatrics Society (BGS) Compendium of Guidelines, Policy Statements and Statements of Good Practice.
15. Policy for Psychiatric Involvement, Toni Scammell Senior Nurse, November 2001.
16. Portsmouth Healthcare National Health Service Trust, Trust Corporate Policies, Guidance for Staff, Revised August 2000.
17. Portsmouth Healthcare National Health Service Trust Clinical Policy, Policy for Client Records and Record Keeping, December 2000.
18. Portsmouth Healthcare National Health Service Trust Corporate Policy, Policy for Prevention and Management of Malnutrition within Trust Residential and Hospital Services, November 2000.
19. Portsmouth Healthcare National Health Service Trust, Clinical Policy, Policy for the Prevention and Management of Pressure Ulcers, May 2001.
20. Portsmouth Healthcare National Health Service Trust, Clinical Policy, Resuscitation Status Policy, April 2000.
21. Portsmouth Healthcare National Health Service Trust, Personnel Policy, Whistleblowing, February 2001.
22. Portsmouth Healthcare National Health Service Trust, Operational Policy, Risk Management Policy, January 2001.
23. Portsmouth Healthcare National Health Service Trust, Corporate Policy, Recording and Reviewing Risk Events, May 2001.
24. Portsmouth Healthcare National Health Service Trust, Audit of Neuroleptic Prescribing in Elderly Medicine, Nov 98 - July 99.

(F) Documents relating to Portsmouth Healthcare  
National Health Service Trust: Team Folder -  
Drugs

1. Royal College of Physicians - Online Publications, Working Party Reports, Principles of Pain Control in Palliative Care for Adults, 13 November 2001.
2. Portsmouth Healthcare National Health Service Trust, Pharmacy Service, Summary Medicines Use 1999 - 2001.
3. Portsmouth Healthcare National Health Service Trust, Clinical Policy, Control and Administration of Medicines by Nursing Staff, January 1997.
4. Portsmouth Healthcare National Health Service Trust, Audit of Neuroleptic Prescribing in Elderly Medicine, Nov 98 - July 99.
5. Portsmouth Healthcare National Health Service Trust, Clinical Policy, Prescription Writing Policy, Policy no. CLN/P2, July 2000.
6. Portsmouth Healthcare National Health Service Trust, Corporate Policy, Policy for Assessment and Management of Pain, May 2001.
7. Portsmouth Healthcare National Health Service Trust, Administration of Controlled Drugs - The Checking Role for Support Workers, Guidance Note for Ward/Clinical Managers, Feb 1997.
8. A Spoonful of Sugar - Medicines management in NHS hospitals, Gwen Duncan, 27 December 2001.
9. Portsmouth Healthcare National Health Service Trust, Administration of Medicines, Community Hospitals - Programme for updating qualified staff, 13 March 1997.
10. Portsmouth Healthcare National Health Service Trust, Scoresheet - Medicines Management Standard, 2001/02.
11. Portsmouth Healthcare National Health Service Trust, Organisational Controls Standards, Action Plan, 2000/01.
12. Trust Board, 16 October 2000.

**(G) Documents relating to Portsmouth Healthcare National Health Service Trust: Team Folder - Communication & Collaborations**

1. Portsmouth Healthcare National Health Service Trust, Training on Demand (TOD#12), Working in Partnership.
2. Portsmouth Healthcare National Health Service Trust, Programme of Training Events, 2001 - 2002.
3. Portsmouth Healthcare National Health Service Trust, Gosport War Memorial Hospital, Patient Survey, 31 October, 2001.
4. Portsmouth Healthcare National Health Service Trust, Sultan Ward, Gosport War Memorial Hospital.
5. Department of Health, Consent - What you have a right to expect, A guide for relatives and carers, first published July 2001.

**(H) Documents relating to Portsmouth Healthcare National Health Service Trust: Team Folder - End of Life**

1. Portsmouth Healthcare National Health Service Trust, Gosport War Memorial Hospital, Chaplains & Community Hospitals.
2. Portsmouth Healthcare National Health Service Trust, Gosport War Memorial Hospital, Chaplains & Portsmouth Healthcare National Health Service Trust, Because We Care, Community Health Services - Leaflets.
3. Talking with Dying Patients, Doc 3.
4. Loss Death and Bereavement.

**(I) Documents relating to Portsmouth Healthcare National Health Service Trust: Team Folder**

1. Procedural Statement - Individual Performance Review, March 1995.
2. IPR Audit 2000, Doc 23 April 2001.

3. Introduction to Gosport War Memorial Hospital - Daedalus Ward, Dryad Ward, Mulberry Ward, Blake Ward.
4. Portsmouth Healthcare National Health Service Trust, Corporate Policy, Induction Training, October 1999.
5. Portsmouth Healthcare National Health Service Trust, Clinical Nursing Development, Promoting the Best Practice in Portsmouth Healthcare, January 1998.
6. Royal College of Nursing, Gerontological Nursing Programme, Community Hospitals (Strand 2) Version 2.0 2001.
7. Portsmouth Healthcare National Health Service Trust, An evaluation of Clinical Supervision Activity in Nursing throughout Portsmouth Healthcare NHS Trust, Mary Golden (Clinical Practice Development Coordinator) December 1999.
8. Policy Statement - Training and Education, April 2001.

**(J) Documents relating to Portsmouth Healthcare National Health Service Trust: Team Folder**

1. Commission for Health Improvement Summary of 1998 - 2001 Dryad, Daedalus and Sultan wards complaints.
2. Gosport Investigation - Complaint Mrs R. Letter to **Code A** from Max Millet (Chief Executive). Portsmouth Healthcare National Health Service Trust, Gosport War Memorial Police Investigation, Chronological Sequence of Events.
3. Gosport Investigation - Ombudsman Investigation Mrs **Code A**
4. Gosport Investigation - Independent Review Panel Mrs **Code A**
5. Portsmouth Healthcare National Health Service Trust, Your Views Matter, Making comments or complaints about our services.



6. Portsmouth Healthcare National Health Service Trust,  
Corporate Policy, Handling Patient Related  
Complaints, January 2000.

**(K) Documents relating to Portsmouth Healthcare  
National Health Service Trust: Team Folder**

1. Portsmouth Healthcare National Health Service Trust,  
Clinical Governance Development Plan 2001/2002.
2. Portsmouth Healthcare National Health Service Trust,  
Clinical Governance - Annual Report - 1999/2000.
3. Portsmouth Healthcare National Health Service Trust,  
Clinical Governance: Minimum Expectations of  
National Health Service Trust and Primary Care  
Trusts from April 2000. Action Plan - Review March  
2001.
4. Portsmouth Healthcare National Health Service Trust,  
Clinical Governance - Annual Report - 2000/2001.
5. Portsmouth Healthcare National Health Service Trust,  
Risk Management Strategy 2000 - 2003.