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1	DOCUMENTS IN VOLUME:?????						
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3	Document No:	Document:	Document Date:		Produced by:	Reviewer:	Reviewed date:

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1	DOCUMENTS IN VOLUME: 1						
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3	Document No:	Document:	Document Date:		Produced by:	Reviewer:	Reviewed date:
4	V1-1	Prescription writing policy	July 2000		PHNT / Portsmouth Hospitals joint policy		
5	V1-2	Assessment and management of pain policy	May 2001		PHNT		
6	V1-3	Trust corporate policies - guidance for staff	Aug 2000		PHNT	RG	21-Nov
7	V1-4	"Handling patient related complaints" policy			PHNT	RG	27-Nov
8	V1-4.1	Patient leaflet "Your views matter" - making comments or complaints about our services	Undated		PHNT	RG	23-Nov
9	V1-5	Fareham & Gosport locality division / Community hospitals - organisation charts	Sept 2001		PHNT	RG	15-Nov
10	V1-6	GWMH summary of services, wards and staffing	Oct 2001		PHNT	RG	15-Nov
11	V1-7	GWMH - History 1923 to 1995	1995		PHNT	RG	15-Nov
12	V1-8	GWMH - Information leaflet	Undated		PHNT	RG	15-Nov
13	V1-13	Gosport & Fareham Divisional Review	Jan - Mar 2001		PHNT	IH	16-Nov
14	V1-13.1	Gosport & Fareham Divisional Review	Apr - June 2001		PHNT	IH	16-Nov
15	V1-13.2	Gosport & Fareham Divisional Review	February 2001		PHNT	IH	16-Nov
16	V1-13.3	Gosport & Fareham Divisional Review	November 2000		PHNT	IH	16-Nov
17	V1-14	Clinical Nursing Development Programme	Jan-Mar 1999		PHNT	NRN	14/11/2001
18	V1-15	Proposal for Gerontological Nursing Programme	2001		Royal College of Nursing		
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21	PHNT = Portsmouth Healthcare NHS Trust						
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1	DOCUMENTS IN VOLUME: 2						
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3	Document No:	Document:	Document Date:		Produced by:	Reviewer:	Reviewed date:
4		2.1 Seamless care - Obstacles and Solutions	1997		British Geriatrics Society	RG	13-Nov
5		2.2 Rehabilitation of older People	1997		British Geriatrics Society	RG	13-Nov
6		2.3 prescribing for Older People Vol 11 No 10	2000		MeReC Bulletin National Prescribing Centre	RG	19-Nov
7		2.4 (Selected) Standards for Health and Socila care Services for Olsder People	2000		The Health Advisory Service		
8		2.5 NHS Plan - Summary and Chapter 15 Dignity etc in Old age	July 2000		The NHS	RG	15-Nov
9		2.6 National Service Framework for Older People (Summary)	2001		Dept of Health	CB/RG	27-Nov
10		2.7 Medicines and Older People: Implementing medicines realted aspects of NSFs for Older People	2001		Dept of Health	RG	19-Nov
11		2.8 NSF for Older People (Short Summary)	2001		Dept of Health	CB/RG	27-Nov
12		2.9 Caring for Older People: A Nursing priority, Integrating Knowledge, practice and values	March 2001		Report by Nursing and Midwifery Advisory Committee	RG	20-Nov
13		2.8 National Service Framework for Older People Short Summary	March 2001		DoH website	CB	20/11/2001
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1	DOCUMENTS IN VOLUME:File 1						
2							
3	Document No:	Document:	Document Date:		Produced by:	Reviewer:	Reviewed date:
4		1.1 Introduction	2001?		PHCT	NRN	Dec-01
5		1.2 Trust Leaflet	2001?		PHCT	NRN	Dec-01
6		2.1 Trust Board Organisational Chart	2001?		PHCT	NRN	01-Dec
7		2.2 Management Division Organisational Chart	2001?		PHCT	NRN	01-Dec
8		2.3 Fareham and Gosport Division Organisation Chart	2001?		PHCT	NRN	01-Dec
9		2.4 Gosport War memorial Hospital Organisational Chart	2001?		PHCT	NRN	01-Dec
10		3.1 Patient Flows across Health Economy	2001?		PHCT	NRN	01-Dec
11		3.2 Relationships of Elderly medicine and Community Hopsital	2001?		PHCT	NRN	01-Dec
12		3.3 List of Organisations in Health Economy	2001?		PHCT	NRN	01-Dec
13		4.1 Annual Report 1999	1999		PHCT	NRN	Dec-01
14		4.2 Annual report 2000	2000		PHCT	NRN	Dec-01
15		4.3 Annual Report 2001	2001		PHCT	NRN	Dec-01
16		5.1 Risk managemetn Strtagey 1998/01	1998		PHCT	NRN	Dec-01
17		5.2 Risk Managemtn Strtagey 1999/02	1999		PHCT	NRN	Dec-01
18		5.3 Risk Management Strtagey 2000/03	2000		PHCT	NRN	Dec-01
19		6.1 Quality Strtagey	1998?		PHCT	NRN	01-Dec
20		6.2 Implementation of Clinical Governance	1998?		PHCT	NRN	01-Dec
21	6.3.1	CG Baseline Assessment Report	1999			NRN	01-Dec
22	6.3.2	Cg Baseline AssessmentFramework	1999			NRN	01-Dec
23	6.3.3	Review of CG Action Plan 2000/01	March 2001			NRN	01-Dec
24	6.3.4	District Audit Report on CG 1998/99	Dec 99		District Audit	NRN	01-Dec
25	6.4.1	CG Annual Report 1999/00	2000		PHCT	NRN	01-Dec
26	6.4.2	CG Annual Report 2000/01	2001		PHCT	NRN	Dec-01
27	6.4.5	CG Development Plan 2001/02	2001		PHCT	NRN	Dec-01
28	6.5.1	CG Development Plan 2001/02	2001		PHCT	NRN	Dec-01
29	6.6.1	Minutes of CG panel May 2001	May 2001		PHCT	NRN	Dec-01

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1	DOCUMENTS IN VOLUME:File 2						
2							
3	Document No:	Document:	Document Date:		Produced by:	Reviewer:	Reviewed date:
4	1.1	Trust Board Agendas and Strtragic Briefing Documents 1999	1999		PHCT	NRN	Dec-01
5	1.2	Trust Board Agendas and Strtragic Briefing Documents 2000	2000		PHCT	NRN	Dec-01
6	1.3	Trust Board Agendas and Strtragic Briefing Documents 2001	2001		PHCT	NRN	Dec-01
7	4.8	Policy for Prevention and Management of malnutrition within Trust residential and hospital servcies	??		??	NRN	Dec-01
8	4.9	Prescription Writing Policy	??		??	NRN	Dec-01
9	4.10	Control and Administration of Medcines by Nursing Staff	Jan 1997		??	NRN	Dec-01
10	4.11	Policy for Assessment and Managemetn of Pain	??		??	NRN	Dec-01
11		4.12 Admission and Discharge Policy	July 2000		??	NRN	Dec-01
12		4.13 Policy for Client Records and Record Keeping	??		??	NRN	Dec-01

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1	DOCUMENTS IN VOLUME:A						
2							
3	Document No:	Document:	Document Date:		Produced by:	Reviewer:	Reviewed date:
4	A.1.1	Looking Forward: the next five years 1995-2001	Sept 1994		PHCT	RG	05-Dec
5	A.1.2.1	PHCT Annual Plan 2001-2002			PHCT	RG	06-Dec
6	A.1.2.2	Community Hospital Service Plan 2001-2002			assume PHCT	RG	10-Dec
7	A.1.2.3	Dryad Ward GWMH Away Day 22/01/2001				RG	
8	A.1.2.4	PHCT Business Plan 2000-2001			PHCT	RG	10-Dec
9	A.1.2.5	Community Hospitals GP Bed Service Plan 2000/2001	30/11/99		PHCT	RG	10-Dec
10	A.1.2.6	GWMH Key Goals 2000-2001			PHCT	RG	10-Dec
11	A.1.2.7	PHCT Business Plan 1999-2000			PHCT	RG	10-Dec
12	A.1.2.8	Team Objectives 1999/2000 - Sultan Ward			PHCT	RG	10-Dec
13	A.1.2.9	PHCT Business Plan 1998/99			PHCT	RG	10-Dec
14	A.1.2.10	GWMH Key Objectives 1998/99			PHCT	RG	10-Dec
15	A.1.2.11	Dryad Away Day 18/05/1998				RG	10-Dec
16	A.1.2.12	PHCT Business Plan 1997/98			PHCT	RG	10-Dec
17	A.1.2.13	GWMH Key Objectives 1997/98			PHCT	RG	11-Dec
18	A.1.2.14	GWMH Key Objectives 1996/97			PHCT	RG	11-Dec
19	A.2.1	District Wide HImP covering letter	20/11/2001		IoW, Portsmouth & SE Hampshire HA	CB	10/12/2001
20	A.2.2	Fareham HImP	22/10/01		Fareham & Gosport PCGs	CB	10/12/2001
21	A.2.3	Gosport HImP	22/10/01		Fareham & Gosport PCGs	CB	10/12/2001
22	A.3.1	Fareham & Gosport Intermediate Care Proposal	May 2000		Fareham & Gosport PCGs	CB	10/12/2001

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23	A.4.1	PHCT Framework	November 2001		PHCT	CB	06/12/2001
24	A.4.2	Report on a future PALS service for Fareham & Gosport PCT	November 2001		PHCT	CB	06/12/2001
25	A.4.3	User Involvement - GWMH Work in progress	November 2001		PHCT - Toni Scammel	CB	06/12/2001
26	A.5.1	SaFF 2001/02	Undated		PHCT	CB	06/12/2001
27	A.5.2	Proposal to establish a PCT for Fareham & Gosport	July 2001		IoW, Portsmouth & SE Hampshire HA	CB	07/12/2001
28	A.5.3	'Local Health, Local Decisions' - NHS consultation paper	Sept 2001		NHS Executive SE RO/IoW, Portsmouth & SE Hampshire HA/Southampton & SW Hampshire HA	CB	07/12/2001
29							
30		PHCT - Portsmouth Healthcare NHS Trust					
31		GWMH - Gosport War Memorial Hospital					
32		PHNT - Portsmouth Hospitals NHS Trust					
33		IoW - Isle of Wight					
34		SaFF - Service and Financial Framework					

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1	DOCUMENTS IN VOLUME: B - Service Strategic Management						
2							
3	Document No:	Document:	Document Date:		Produced by:	Reviewer:	Reviewed date:
4	B.1.1	NSF (Older Persons) Steering Group (District-wide Implementation Team) TOR and 9 July minutes, Oct 2001 progress report of specialist groups	9 July 2001 / October 2001		IoWPSEH HA	Ian H	03/12/2001
5	B.1.2	NSF (Older Persons) Local Implementation Progress Report	Undated		IoWPSEH HA / FGPCG	Ian H	03/12/2001
6	B.2.1	Gosport & Fareham Divisional Review - Aug 2000	10 Aug 2000		PHNT	Ian H	03/12/2001
7	B.2.2	Gosport & Fareham Divisional Review - May 2000	16 May 2000		PHNT	Ian H	03/12/2001
8	B.2.3	Gosport & Fareham Divisional Review - Feb 2000	8 Feb 2000		PHNT	Ian H	03/12/2001
9	B.2.4	Gosport & Fareham Divisional Review - Nov 1999	11 Nov 1999		PHNT	Ian H	03/12/2001
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23	IoWPSEH HA = Isle of Wight, Portsmouth and SE Hants HA						
24	FGPCG = Fareham and Gosport PCG						

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1	DOCUMENTS IN VOLUME:C						
2	Quality Indicators						
3	Document No:	Document:	Document Date:		Produced by:	Reviewer:	Reviewed date:
4	C1.1	Service Staff Surveys - 1998 Community Hospitals	1998		PHCT	KP	03/12/2001
5	C2.1	PEAT	2000 & 2001		PHCT	KP	03/12/2001
6	C3.1	Facilities Programme	various		PHCT	KP	06/12/2001
7	C4.1	Capital Programme	2001		PHCT, East Hants PCT, Portsmouth City PCT	KP	06/12/2001
8	C5.1	Investors in People Report	1999		PHCT	KP	06/12/2001

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1	DOCUMENTS IN VOLUME:D						
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3	Document No:	Document:	Document Date:		Produced by:	Reviewer:	Reviewed date:
4	D1.1	Nursing Accountability Structure	No date		Unclear	KP	03/12/2001
5	D1.2	Medical Accountability Structure	No Date		Unclear	KP	03/12/2001
6	D1.3	Lead Consultant Job Description	Feb 1999		PHCT	KP	03/12/2001
7	D1.4	Staff Grade Job Description	2000		Dept. of Elderly Medicine?	KP	03/12/2001
8	D1.5	Consultant Timetable	1997-01		Dept. of Elderly Medicine?	KP	03/12/2001
9	D1.6	Service Manager Job Description	Feb 2000		Unclear	KP	03/12/2001
10	D1.7	H Grade Job Description	2000		Poss GWMH?	KP	03/12/2001
11	D1.8	Consultant Contract and Staff Grade Contract	Various		GWMH	KP	03/12/2001
12	D2.1	Consultant memos: Gosport war memorial hospital	20th December 1998 and 19th November 2001		Gosport war memorial hospital	CB	03/12/2001
13	D2.2	Winter escalation plans elderly medicine and community hospitals	Undated		Portsmouth Healthcare NHS Trust	CB	30/11/2001
14	D2.3	Excerpts from the on-call file	Various		Portsmouth Healthcare NHS Trust and GWMH	CB	30/11/2001
15	D3.1	The development of clinical supervision for nurses at Gosport and Fareham	Undated		Not clear	CB	30/11/2001
16	D3.3	Supervision arrangement consultant timetable	April 1998 - July 2001		Portsmouth Healthcare NHS Trust	CB	30/11/2001

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17	D 3.2	GWMH - Nursing supervision arrangements. Clinical manager's meeting minutes, action learning meeting minutes and Sultan and Daedalus ward meeting minutes.	Various		GWMH	CB	30/11/2001
18	D4.1	Induction - Fareham and Gosport	1999/2000		Fareham and Gosport	KP	05/12/2001
19	D4.2	Ward Induction information	2000		GWMH	KP	05/12/2001
20	D4.3	Induction Policy	1999		PHCT	KP	05/12/2001
21	D4.4	Medical Staff information	Unclear		PHCT	KP	05/12/2001
22	D4.5	Medical Welcome pack	1999/2000		PHCT	KP	05/12/2001
23	D4.6	Trust Staff Handbook	No date		PHCT	KP	05/12/2001
24	D5.1	Operational poilcy bank/overtime/agency	2001		Community Hospitals, Fareham and Gosport	KP	05/12/2001
25	D5.2	Strategy for employing locum staff	1997		PHCT	KP	05/12/2001
26	D6.1	GP bed fund contracts	Various		GWMH	KP	06/12/2001
27	D6.2	Out of hours GP Practice Contract	2001		GWMH	KP	06/12/2001
28	D6.3	Clinical Assisstant Contracts	No date		GWMH	KP	06/12/2001
29	D7.0	Introduction to skill mix review	2001		GWMH	KP	06/12/2001
30	D7.1	Night Skill mix review	2000		GWMH	KP	06/12/2001
31	D7.2	Intermediate care skill mix review	No date		GWMH	KP	06/12/2001
32	D7.3	Workload review Elderly Medicine	2000		PHCT and University of Portsmouth	KP	06/12/2001
33	D7.4	Workload review Elderly Medicine update	2001		PHCT and University of Portsmouth	KP	06/12/2001
34	D7.5	Workload review EMH	2001		Department of Elderly Mental health	KP	06/12/2001

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35	D8.1	Vacancy levels	1998-01		GWMH	KP	04/12/2001
36	D9.1	Sickness levels	1998-01		GWMH	KP	04/12/2001

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1	DOCUMENTS IN VOLUME:E						
2	Guidelines, practices and Performance Management						
3	Document No:	Document:	Document Date:		Produced by:	Reviewer:	Reviewed date:
4	Patient Transfer						
5	E1.1	Generic Transfer Document	Nov 2000		PHCT & PHT	KP	29/11/2001
6							
7	Patients Records						
8	E2.1	Records Strategy	March 2001		PHCT	KP	29/11/2001
9	E2.2	Policy for Client Records and Record Keeping	Dec 2000		PHCT	KP	29/11/2001
10	E2.3	A guide to medical leaflets	June 2000		PHCT	KP	29/11/2001
11	E2.4	Health Records Core Syandards and Procedures	Dec 1998		PHCT	KP	29/11/2001
12	E2.5	Discharge Summary	No Date		PHCT	KP	29/11/2001
13							
14	Staff Appraisal						
15	E3.1	Guidance	April 2001		PHCT	KP	29/11/2001
16	E3.2	Audits	April 2001		Community Hospitals	KP	29/11/2001
17							
18	Psychiatric involvement						
19	E4.1	Elderly medicine procedure	2001		PHCT	KP	29/11/2001
20	E4.2	Local Arrangements	2001		GWMH	KP	29/11/2001
21							
22	Post Mortem Guidelines						
23	E5.1	Elderly Medicine Post Mortem and Dying Certifying	No Date		QAH	KP	29/11/2001
24	E5.2	Community Hospitals Guidelines	1998		PHCT	KP	29/11/2001
25							
26	Local Audits						
27	E6.1	Infection Control - Nursing Practice 2001	2001		PHT, PHCT, Haslar	KP	30/11/2001
28	E6.2	Draft Report - Re-audit of Nutritional Standards 2001	2001		PHCT	KP	30/11/2001
29	E6.3	Bed Rails 2001	2001		PHCT	KP	30/11/2001
30	E6.4	Neuroleptic Prescribing	1999		PHCT	KP	30/11/2001
31	E6.5	Detection of Depression	1998		PHCT	KP	30/11/2001
32	E6.6	Re-audit Hemiplegic Shoulder Pain	1998		PHCT	KP	30/11/2001
33	E6.7	Compliance with Revised Handling Assessment Guidelines	1998		PHCT	KP	30/11/2001
34	E6.8	Stroke Service	2000		PHCT	KP	30/11/2001
35	E6.9	Painful Shoulder Guidelines	1996		Not Clear	KP	30/11/2001
36	E6.10	Patient Records	1998		PHCT	KP	30/11/2001
37	E6.11	Nutritional Standards	1998		PHCT	KP	30/11/2001
38							
39	Falls						
40	E7.1	Sultan - Hip Replacement Programme with Portsmouth	2001		PHCT, PHT, East Hampshire PCT, Portsmouth City PCT	KP	29/11/2001
41	E7.2	Falls Policy Development	2000-2001		PHCT	KP	29/11/2001
42	E7.3	Stepping Stones - Daedalus Ward	2001		GWMH	KP	29/11/2001
43							
44	Other						
45	E8.1	Procedure for the Management of Medical Emergencies at GWMH	Jan 2001		GWMH	KP	30/11/2001
46	E8.2	BGS Guidelines and Policies in use for Medical Staff	No Date		British Geriatrics Society	KP	30/11/2001

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1	DOCUMENTS IN VOLUME:?????						
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3	Document No:	Document:	Document Date:		Produced by:	Reviewer:	Reviewed date:
4	F1	Trust medicines management structure	16th October, 2000		PHCT	CB	03/12/2001
5	F2.1	PHCT medicines management baseline assessment and action plan 2000/2001	16th November 2001		PHCT	CB	03/12/2001
6	F2.2	PHCT medicines management assessment and action plan 2001/2002	Undated		PHCT	CB	03/12/2001
7	F3.1	Portsmouth district prescribing formulary - not complete	Oct-01		PHT, PHCT, GPs, Portsmouth and S.E Hampshire HA and the Royal Haslar Hospital	CB	03/12/2001
8	F3.2	PHT and PHCT drug therapy guidelines	1998 (still current)		PHT and PHCT	CB	03/12/2001
9	F4.1	PHCT policy for the control and administration of medicines by nursing staff	Jan-97		PHCT	CB	03/12/2001

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10	F5.1	Administration of medicines - Community hospitals - Programme for updating qualified staff	Mar-97		PHCT	CB	03/12/2001
11	F4.2	Medicines policy for PHT, PHCT and RHH _ District wide final draft - Version 3.5	Aug-01		PHT, PHCT and RHH	CB	03/12/2001
12	F4.3	Policy for the assessment and management of pain and supporting documentation	May-01		PHCT	CB	04/12/2001
13	F 5.2	Guidance note for ward/clinical managers in relation to the administration of controlled drugs - the checking role for support workers. Plus a booklet for HCSWs to keep a record of their training.	February 1997 - still current		PHCT	CB	05/12/2001

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1	DOCUMENTS IN VOLUME: G						
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3	Document No:	Document:	Document Date:		Produced by:	Reviewer:	Reviewed date:
4	G.1.1	Various patient information leaflets	various		various	RG	29-Nov
5	G.2.1	PHCT Patient Survey and action plan	2001		PHCT	RG	29-Nov
6	G.3.1	PHCT Programme of Training Events (2001-2002) - Communication	2001-2002		PHCT	RG	29-Nov
7	G.3.2	Content of PHCT Working in Partnership course	undated		PHCT	RG	29-Nov
8	G.4.1	PHCT admission and discharge policy	July 2000		PHCT	RG	30-Nov
9	G.4.2	PHCT guidelines for admission to Daedalus ward	October 2000		PHCT	RG	04-Dec
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1	DOCUMENTS IN VOLUME:H						
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3	Document No:	Document:	Document Date:		Produced by:	Reviewer:	Reviewed date:
4	H1.1	Junior medical Staff Training - Death and associated subjects	Not Known		Not Known	NRN	29/11/2001
5	H1.1.2	Post- Mortem - Information for Relatives	NK		PHT	NRN	29/11/2001
6	H1.1.3	Referral to Coroner Information	July 1997		ONS	NRN	29/11/2001
7	H1.2	Talking with Dying Patients (Training)	NK		Not Known	NRN	29/11/2001
8	H1.3	Loss, death and Bereavement (Training Info)	NK		Not Known	NRN	29/11/2001
9	H2.1	Corecare Information - Provision of an Employee Assistance Programme for Portsmouth Healthcare NHS Trust	16/3/00		Coutss Corecare	NRN	29/11/2001
10	H2.2.1	Employee Assistance programme Annual Report 2000/01	July 2001		Coutss Corecare	NRN	29/11/2001
11	H2.2.2	Useage rates of Corecare 2001/02	July 2001		PHT	NRN	29/11/2001
12	H2.2.3	Flier for Counselling Service	NK		Coutss Corecare	NRN	29/11/2001
13	H2.2.4	July 2001 Newsletter	July 2001		Coutss Corecare	NRN	29/11/2001
14	H2.2.5	Guidelines fopr Managing Psychological Effects of Trauma in the Workplace	Feb 200		Coutss Corecare	NRN	29/11/2001
15	H2.2.6	Stress management Training Evaluation	After May 2001		Coutss Corecare	NRN	29/11/2001
16	H2.2.7	Posrstmouth HealthCare NHS Trust Post Seminar Evaluation	NK		PHT	NRN	29/11/2001
17	H2.3.1	Agreement for Provison of Services of Employee Advisory Resource Limited	Feb 1997		EAR/PHT (?)	NRN	29/11/2001
18	H2.3.2	EAR - A Seminar for Managers and Supervisors	NK		EAR	NRN	29/11/2001
19	H2.4.1	Letter from EAR to Jill Sadler re EAR usage reprot	June 2000		EAR	NRN	29/11/2001
20	H2.4.2	Additional Usage Report (Feb 97 - Jan 98)	1998		EAR/PHT (?)	NRN	29/11/2001
21	H2.4.3	Commentary on Level of Usage (Feb 1996 - Dec 1997)	Dec 1997		EAR	NRN	29/11/2001
22	H2.4.4	EAR Additional usage Report (Feb - July 1998)	July 1998		EAR	NRN	29/11/2001
23	H2.4.5	Commentary on Level of Usage (Feb 1998 - July 1998)	July 1998		EAR	NRN	29/11/2001
24	H3.1	Living With Bereavement	NK		PHT	NRN	29/11/2001
25	H 3.2	RCN Gerentological Nursing Porgramme (Community Hospital)	NK		RCN/PHT	NRN	29/11/2001
26							
27		ONS - Office of National Statistics					
28		RCN - Royal College of Nursing					
29		PHT - Portsmoj Healthcare NHS Trust					
30		EAR - Employee Advisory Resource					

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1	DOCUMENTS IN VOLUME:?????						
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3	Document No:	Document:	Document Date:		Produced by:	Reviewer:	Reviewed date:
4	I 1.1	Weekly education meetings	Various from 1997 to 2001		Not clear	CB	28/11/2001
5	I 1.2	Journal club sessions	Various from 1999 to 2001		Not clear	CB	28/11/2001
6	I 1.3	Clinical assistant training and Study days	Various from 1997 to 2001		Portsmouth Healthcare NHS Trust		28/11/2001
7	I 2.1	Post registration education prospectus from the University of Southampton Scholl of Nursing and Midwifery	2001/2002		University of Southampton	CB	28/11/2001
8	I 2.3	Intermediate care training and development for staff in PHCT community hospitals - Update	Feb-01		Service manager/Senior nurse, H&P community hospitals and T&D projects lead	CB	28/11/2001
9	I 3.1	Programme of training events 2000-2001 for Portsmouth Healthcare NHS Trust	Mar-01		Portsmouth Healthcare NHS Trust	CB	28/11/2001
10	I 2.4	Clinical nursing development for promoting best practice in Portsmouth Healthcare NHS Trust	Jan-98		Portsmouth Healthcare NHS Trust	CB	29/11/2001
11	I 2.5	Proposal for an integrated work based learning and practice development project bewteen the RCNs gerontological nursing programme, Portsmouth Healthcare NHS Trust, PCTs and Portsmouth University	Jul-01		RCN's gerontological nursing programme, PCTs, Portsmouth Healthcare NHS Trust and Portsmouth University	CB	29/11/2001
12	I 2.6	An evaluation of clinical supervision activity in nursing throughout Portsmouth Healthcare NHS Trust	Dec-99		Portsmouth Healthcare NHS Trust	CB	29/11/2001

	A	B	C	D	E	F	G
13	I 3.4	Diversity training plan and a 'diversity matters' leaflet	Undated		Portsmouth Healthcare NHS Trust	CB	29/11/2001
14	I 4	Staff performance review guidance	1995-2001		Portsmouth Healthcare NHS Trust	CB	29/11/2001
15	I 5	Policy statement - Training and education	Apr-01		Portsmouth Healthcare NHS Trust	CB	29/11/2001
16	I 3.2	PHCT training on demand leaflet and index of titles	Mar-01		Portsmouth Healthcare NHS Trust	CB	28/11/2001
17	I 2.2	Alert course outline	Oct-00		University of Portsmouth	CB	30/11/2001
18	I.3.3	E-learning programme	Nov-01		St. James' (?)	CB	30/11/2001

	A	B	C	D	E	F	G
1	DOCUMENTS IN VOLUME:X						
2							
3	Document No:	Document:	Document Date:		Produced by:	Reviewer:	Reviewed date:
4	X.1	Introduction to GWMH			PHCT	RG	05-Dec
5	X.2.1	Patient Flows				RG	05-Dec
6	X.2.2	Department of Medicine for Elderly People Services Provided				RG	05-Dec
7	X.2.3	Fareham & Gosport Locality Division Organisational Charts	25/10/01		PHCT	RG	05-Dec
8	X.3.1	Wastage for qualified nurses - Daedalus, Dryad, Sultan				RG	05-Dec
9	X.3.2	Sickness absence statistics for Daedalus, Dryad, Sultan				RG	05-Dec
10	X.3.3.1	Training Record for Qualified Nurses - Daedalus, Dryad, Sultan				RG	05-Dec
11	X.3.3.2	Training Programmes developed by PHCT with the local university			PHCT	RG	05-Dec
12	X.4.1	1994-2000 Staff Survey results showing % who agree/disagree per question				RG	05-Dec
13	X.4.2	Staff Survey 2000 - results as percentage				RG	05-Dec
14	X.4.3	Staff Survey 2000 - results as numbers				RG	05-Dec
15	X.5.1	GWMH Patient Survey Results	July 2001		PHCT	RG	05-Dec
16	X.5.2	GWMH Patient Survey Results	October 2001		PHCT	RG	05-Dec
17	X.5.3	GWMH Patient Survey Action Plan				RG	05-Dec
18	X.6	National Sentinel Audit of Stroke 1999 Information	08/03/2000		PHCT	RG	05-Dec
19	X.7	Divisional Review Reports - Comment			PHCT	RG	05-Dec

	A	B	C	D	E	F	G
1	DOCUMENTS IN VOLUME:Y						
2	Staff						
3	Document No:	Document:	Document Date:	Produced by:	Reviewer:	Reviewed date:	
4	Y1.1	Staff Leavers Since 1998 by ward	no date	GWMH	KP	03/12/2001	
5	Y1.2	Staff Lists sent from the wards	20/11/01	GWMH	KP	03/12/2001	
6	Y1.3	Other Staff	23/11/01	GWMH	KP	03/12/2001	

	A	B	C	D	E	F	G
1	DOCUMENTS IN VOLUME:Z (additional Infomration)						
2							
3	Document No:	Document:	Document Date:		Produced by:	Reviewer:	Reviewed date:
4	Z1.1	Letter WMH/LD 08/02/1999	8/2/1999			NRN	29/11/2001
5	Z1.2	Letter MM/BM/YJM 1/8/2000	1/8/2000			NRN	29/11/2001
6	Z1.3	Letter MM/BM/YJM/wilson 09 Jan	9/1			NRN	29/11/2001
7	Z2.1	Risk Event Forms			PHT	NRN	29/11/2001
8	Z2.2	Risk Event Continuation Sheet			PHT	NRN	29/11/2001
9	z3.1	Chaplaincy Information			PHT	NRN	29/11/2001