

WINMAX CODES	Documents	Available Yes/No	Received Yes/No
<b>A. TRUST STRATEGIC MANAGEMENT</b>			
A1 Leadership A2 Accountabilities A3 Direction & planning A4 Health econ partnerships A5 Patient & public partners	Organisational Structure 1998 - 2001 current board  Annual report 1999-01  Board agendas 1998- 2001  Health Improvement Plan 1998 - 2001 (HA)  Strategic Direction  PCT Consultation (HA)  Patient Involvement Strategy  SAFF  Historical leaflets	✓  ✓ ✓         ✓	✓  ✓ ✓         ✓

WINMAX CODES	Documents	Available Yes/No	Received Yes/No
<b>B. SERVICE STRATEGIC MANAGEMENT</b>  B1 Leadership B2 Accountabilities B3 Direction & planning	Service Organisational Charts 1998 - 2001 2001  NSF Implementation Plan  Ward breakdown document  Divisional review meeting papers	  ✓   ✓   ✓	  ✓   ✓   ✓

WINMAX CODES	Documents	Available? Yes/No	Received Yes/No
<b>C. QUALITY INDICATORS</b>			
C1 Staff attitude C2 Effectiveness & outcomes C3 Access to services C4 Organisation of care C5 Humanity of care C6 Environment	Service Staff surveys 1998 - 2001  PEAT visit reports?  Facilities programme  Capital programme  Chaplaincy arrangements		

WINMAX CODES  D. STAFFING AND ACCOUNTABILITY	Documents	Available Yes/No	Received Yes/No
D1 Wrkfrc & serv planning D2 Medical accountability D3 Nursing accountability D4 AHP accountability D5 Other staff accountability D6 Out of hours arrangements D7 Team working D8 Staff welfare D9 Recruitment & retention D10 Schemes of delegation	Accountability arrangements  Out of hours policy  Supervision arrangements  Induction programme  Agency usage policy  GP Contracts for trust working  Skill mix review  Vacancy levels 1998 - 2001  Sickness levels 1998 - 2001		

WINMAX CODES E. GUIDELINES, PRACTICES AND PERFORMANCE MANAGEMENT	Documents	Available Yes/No	Received Yes/No
E1 Patient transfer E2 DNR E3 Palliative care E4 Nutrition & fluids E5 Patient records E6 more to be added with team... E7 Trust perf manment E8 Service perf manment E9 Staff perf manment	Patient transfer policy 1998 - 2001  DNR Policy 1998 - 2001  Palliative care guidelines 1998 - 2001  Nutrition guidelines 1998 - 2001  Policy for Prevention and Management of Malnutrition (date?)  Patient records guidelines		✓  ✓  ✓  ✓

	<p>1998 - 2001</p> <p>Staff appraisal guidance 1998 - 2001</p> <p>Policy for psychiatric involvement 1998 - 2001</p> <p>Nutrition guidance 1998 - 2001</p> <p>Post-mortem guidelines 1998 - 2001</p> <p>Death certifying guidance 1998 - 2001</p> <p>Policy for Prevention and Management of Pressure Ulcers</p> <p>Local audits 1998 - 2001</p> <p>Sultan ward hip replacement programme with acute trust</p> <p>Falls policy</p> <p>"Stepping Stones" Daedalus</p> <p>Adverse incident forms</p>		<p>✓</p>
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	GP Liaison Committee minutes relating to discharge		
	Consent policy		

WINMAX CODES F MEDICINES	Documents	Available Yes/No	Received Yes/No
F1 Prescribing F2 Administration F3 Review F4 Recording	Medicine Management Standard (DoH)  Baseline assessment July 2000 2001 progress report  Controlled drugs policy 1998-2001  Wastage guidance 1998 - 2001  Dangerous/controlled drugs policy 1998 - 2001  Prescribing policy 1998 - 2001 Joint prescription writing policy 2000  Training content 1998 - 2001  Administration guidance 1998 - 2001  Security Measures  Drugs policy for palliative care  Policy for assessment and management of pain  Control & Admin. Of Medicines by Nurses	✓                  ✓  ✓  ✓	✓                    ✓  ✓  ✓



WINMAX CODES G. COMMUNICATION AND COLLABORATIONS	Documents	Available Yes/No	Received Yes/No
G1 Patients G2 Relative & carers G3 Primary care G4 Acute G5 HA G6 Haslar G7 Social services G8 Nursing homes	Service Patient Leaflets 1998 - 2001  Information leaflet (undated)  Service Patient Survey 1998 - 2001  Next of Kin arrangements  Customer care training content 1998 - 2001  Ward Admission policies 1998 - 2001  Ward Discharge policies 1998 - 2001  Patient flows across the health economy  Relationships of Elderly Medicine with Community Hospitals	  ✓          ✓  ✓	  ✓          ✓  ✓

WINMAX CODES H. END OF LIFE	Documents	Available Yes/No	Received Yes/No
H1 Patient care H2 Relatives & carers H3 Staff H4 Cultural, spiritual needs	Evidence of training? Staff counselling service info		
WINMAX CODES I. SUPERVISION AND TRAINING	Documents	Available Yes/No	Received Yes/No

I1	Medical	Medical training		
I2	Nursing			
I3	AHP	Nurse training		
I4	Other staff			
I5	Induction	AHP training		
I6	Mandatory	Other staff training		
		Staff appraisal arrangements 1998 - 2001		
		Clinical nursing development programme 1999	✓	✓
		RCN Gerontological Nursing Programme	✓	✓
		Accreditation documentation		
<b>WINMAX CODES</b>				
<b>J COMPLAINTS</b>		<b>Documents</b>	<b>Available Yes/No</b>	<b>Received Yes/No</b>

J1	Trust management	Trust Complaints Policy 1998 - 2001		
J2	Ward management		✓	✓
J3	Trust lessons	2000 policy		
J4	Ward lessons			
J5	Training	Service/Ward Complaint Policy		
		Handling patient related complaints	✓	✓
		Example of Trust lessons learnt		
		Example of Ward lessons learnt		
		Complaint training content		
		Take up of training		
		Your Views Matter leaflet (undated)	✓	✓
		Mrs R complaint file		
		Mrs P complaint file	✓	✓
		Mrs D complaint file		
		All complaint files for x3 ward 1998-01		
		Action plans for above		
		Miss W complaint file 8/00		

	Complaints workshop Feb 01 minutes	✓	✓
	Audit of IRP process	✓	
	Quarterly Complaints reps to Board 1997-01 (included in Governance report)	✓	✓
<b>WINMAX CODES</b> K CLINICAL GOVERNANCE	<b>Documents</b>	<b>Available Yes/No</b>	<b>Received Yes/No</b>
K1 Trust arrangements K2 Ward arrangements	Clinical governance strategy 1998 - 2001		

K3 PCT arrangements	Clinical governance committee structure 1998 - 2001	✓	✓
	Risk Management Strategy 1998-2003	✓	✓
	Risk Management Policy	✓	✓
	Recording & reviewing Risk events (SUI)	✓	✓
	Quality Strategy	✓	✓
	Implementation of Clinical Governance		
	Baseline Assessments	✓	✓
	Annual CG reports 1999-00 & 2000-01	✓	✓
	CG Development plan 2001-2002		✓
	Clinical Governance Panel Minutes		

**PLEASE RETURN THIS FORM TO KELLIE REHILL BY 16<sup>TH</sup> NOVEMBER - USING THE FREE POST ADDRESS**

WINMAX CODES	Documents	Available Yes/No	Received Yes/No
<b>SUGGESTED DOCUMENTS</b>			
A Trust Strategic Management			
A1 Leadership			
A2			

Accountabilities A3 Direction & planning A4 Health econ partnerships A5 Patient & public partners			
<b>B Service Strategic Management</b> B1 Leadership B2 Accountabilities B3 Direction & planning			
<b>C Quality Indicators</b> C1 Staff attitude C2 Effectiveness & outcomes C3 Access to services C4 Organisation of care C5 Humanity of care C6 Environment			
<b>D Staffing and Accountability</b> D1 Wrkfrc & serv planning D2 Medical accountability			

D3 Nursing accountability D4 AHP accountability D5 Other staff accountability D6 Out of hours arrangements D7 Team working			
<b>E Guidelines, practices  and performance  management</b> E1 Patient transfer E2 DNR E3 Palliative care E4 Nutrition & fluids E5 Patient records E6 more to be added with team... E7 Trust perf manment E8 Service perf manment E9 Staff perf manment			



<b>F Drugs</b> F1 Prescribing F2 Administration F3 Review F4 Recording			
<b>G Communication and Collaborations</b> G1 Patients G2 Relative & carers G3 Primary care G4 Acute G5 HA G6 Haslar G7 Social services G8 Nursing homes			
<b>H End of Life</b> H1 Patient care H2 Relatives & carers H3 Staff			
<b>I Supervision and Training</b> I1 Medical I2 Nursing I3 AHP I4 Other staff			
<b>J Compliant</b> J1 Trust management			

J2	Ward management			
J3	Trust lessons			
J4	Ward lessons			
J5	Training			
<b>K Clinical Governance</b>				
K1	Trust arrangements			
K2	Ward arrangements			
K3	PCT arrangements			