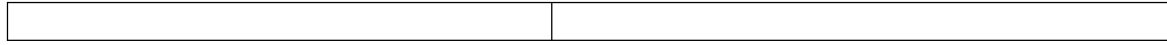| WINMAX CODES A. TRUST STRATEGIC MANAGEMENT	Documents
A1 Leadership A2 Accountabilities A3 Direction & planning A4 Health econ partnerships A5 Patient & public partners	**Organisational Structure 1998 – 2001 current board** **Annual report 1999-01** **Board agendas 1998- 2001** **Health Improvement Plan 1998 – 2001 (HA)** District Wide Fareham HIMP Gosport HIMP **Strategic Direction** Looking Forward- the Next Five Years 1995-2001 Business Plan and Local Objectives-2001-2002 Business Plan and Local Objectives-1999-2000 Business Plan and Local Objectives-1998-1999 Business Plan and Local

	Objectives-1997-1998 **PCT Consultation (HA)** **Patient Involvement Strategy** **SAFF** **Historical leaflets** **Intermediate Care** Fareham and Gosport proposal **Users and Carers** Trust Framework Fareham and Gosport review Gosport War memorial Hospital work in progress **Context** Primary care Trust development Portsmouth HealthCare NHS Trust Dissolution

WINMAX CODES	Documents
B. SERVICE STRATEGIC MANAGEMENT	
B1 Leadership B2 Accountabilities B3 Direction & planning	**Service Organisational Charts** **1998 – 2001** **2001** **NSF Implementation Plan** District Implementation Plan Local implementation Plan **Ward breakdown document** **Divisional review meeting papers** **Additional Divisional Review Reports** August 2000 May 2000 February 2000 November 2000

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| WINMAX CODES

C. QUALITY INDICATORS	Documents
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 1998 Community Hospitals PEAT visit reports? Facilities programme Capital programme Investors in People report Chaplaincy arrangements

WINMAX CODES D. STAFFING AND ACCOUNTABILITY	Documents
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** Nursing Accountability Structure Medical Accountability Structure Lead Consultanat Job Description Staff Grade Job Description Consultant Timetable Service Manager Job Descritption H Grade Job description Consultant Contract and Staff Grade Contract **Out of hours policy** Concultant memo re transfers Winter Excalation Plan Exercpts form GWMH 'on call' file **Supervision arrangements** Development of Clinical

	Supervision for Nurses GWMH Nursing Supervision Arrangements Supervision of Junior medical Staff **Induction programme** Fareham & Gosport Ward Induction Information Induction Policy Medical staff Information Medical Welcome Pack Trust handbook **Agency usage policy** Operational Policy Bank/Overtime/Agency Stratergy for Employing Locum Staff **GP Contracts for trust working** GP bed Contact (a-e) Out of Hours GP Practice Contract Clinical Assitant Contracts **Skill mix review** Introduction Night Skill Mix review Workload Review Elderly

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	medicine (2000) Workload Review Elderly medicine Update 2001-11-28 Workload Review EMH **Vacancy levels 1998 – 2001** **Sickness levels 1998 – 2001**

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WINMAX CODES E. GUIDELINES, PRACTICES AND PERFORMANCE MANAGEMENT	Documents
  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** Generic Transfer Document DNR Policy 1998 – 2001 Palliative care guidelines 1998 – 2001 Nutrition guidelines 1998 – 2001 Policy for Prevention and Management of Malnutrition (date?) **Patient records guidelines 1998 – 2001** Records Stratergy Policy for Client Records and Record Keeping A Guide to Medical Records Health Records Core Standards and Procedures Discharge Summary

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	Staff appraisal guidance **1998 – 2001** Guidance Audits
	Policy for psychiatric **involvement 1998 –** **2001** Elderly Medicine Procedure Local Arrangements
	Nutrition guidance 1998 – 2001
	Post-mortem guidelines **1998 – 2001** Elderly Medicine Post Mortem and Dying certifying Community Hospitals Guidelines of Certification of Death
	Death certifying guidance **1998 – 2001**
	Policy for Prevention and **Management of Pressure Ulcers**
	Local audits **1998 – 2001** Infection Control-Nursing Practice (2001)

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	Draft Report- Re-Audit of Nutritional Standards (2001) Bed Rails(2001) Neuroleptic Prescribing (1999) Detection of Depression (1998) Compliance with Revised Handling Assessment Guidelines (1998) Oral Hygiene standards-Stroke service(2000) Painful Shoulder Guidelines (1996) Nutritional standards (1998) **Sultan ward hip replacement programme with acute trust** **Falls policy** **"Stepping Stones" Daedalus** **Other** Procedure for the Management of Medical Emergences at GWMH BGS Guidelines and Policies in use for medical staff **GP Liaison Committee minutes relating to discharge**

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	Consent Policy

WINMAX CODES F MEDICINES	Documents
F1 Prescribing F2 Administration F3 Review F4 Recording	**Medicine Management Standard (DoH)** Baseline assessment July 2000 2001 progress report **Controls Assurance (Medicine Management)** Baseline Assessment and Action Plan 2000/01 Assessment and Action Plan 2001/02 **Trust Medicines Mangement Structure** Controlled drugs policy 1998-2001 Wastage guidance 1998 – 2001 Dangerous/controlled drugs policy 1998 – 2001 **Prescribing policy 1998 – 2001** **Joint prescription writing policy 2000** Portsmouth District Prsecribing Formulary 2001 Portsmouth Hospitals/Portsmouth Healthcare trust- Drug Therapy Guidelines 1998 (still current)

	Training content 1998 – 2001 Administration of Medicines Community Hospitals-programmed of updating qualified staff 1997-still current Administration of Controlled Drugs- The Checking Role for Support Workers Guidance note for Ward/Clinical Managers 1997-still current **Administration guidance 1998 – 2001** Security Measures Drugs policy for palliative care **Policy for assessment and management of pain** **Control & Admin. Of Medicines by Nurses** Control and Administration of medicines by Nursing Staff Policy (1997) (covers controlled drugs) Medicines Policy- District wide Fianl Draft- version 3.5 August 2001- This policy has been developed since 1999 and covers issues such as storage, controlled drugs and disposal of unwanted drugs

	Policy for Assessment and Management of Pain (2001)

WINMAX CODES G. COMMUNICATION AND COLLABORATIONS	Documents
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** Gosport War Memorial Hospital Patient Survey Results and Action Plan **Next of Kin arrangements** **Customer care training content 1998 – 2001** Available Courses Working in Partnership content **Trust Admission and Discharge Policy** **Ward Admission policies 1998 – 2001** Guidelines for Admission to Daedalus ward (intermediate care)-see Generic Transfer Document section E **Ward Discharge policies 1998 – 2001** **Patient flows across the health economy**

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	Relationships of Elderly Medicine with Community Hospitals

WINMAX CODES H. END OF LIFE	Documents
H1 Patient care H2 Relatives & carers H3 Staff H4 Cultural, spiritual needs	**Evidence of training** Content- junior medical Staff Training- Death and Associated Subjects Content- Talking with dying patients Content- Loss, Death and Bereavement **Staff counselling service info** Corecare Information 2000/01 Corecare Annual report EAR Information 1996-2000 EAR Annual Usage report rates **Realtive/Patient Counselling** Leaflets in use Gerontological Nursing Development Programme

WINMAX CODES I. SUPERVISION AND TRAINING	Documents

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I1 Medical I2 Nursing I3 AHP I4 Other staff I5 Induction I6 Mandatory	**Medical training** Weekly education meetings Journal Club Sessions Clinical Assistant Teaching **Nurse training** Post Registration Prospectus Alert Course Outline Intermediate Care Training -update Feb '01 Clinical Practice Facilitators Gerontological Programmes Trust Survey Clinical Supervision **Other staff training** PHCT Programme of Events Training on Demand Packages E learning Programme Diversity Training **Staff appraisal arrangements** 1998 – 2001 Staff Appraisal Guidance **Policy Statement – Traning and education** **Clinical nursing development programme** 1999

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	RCN Gerentological Nursing Programme AHP training Accreditation documentation

WINMAX CODES J COMPLAINTS	Documents
J1 Trust management J2 Ward management J3 Trust lessons J4 Ward lessons J5 Training	Trust Complaints Policy 1998 – 2001 2000 policy 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

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	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)

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WINMAX CODES K CLINICAL GOVERNANCE	Documents
K1 Trust arrangements K2 Ward arrangements K3 PCT arrangements	Clinical governance strategy 1998 – 2001 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 Whisleblowing policy

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WINMAX CODES SUGGESTED DOCUMENTS	Documents	Available Yes/No	Received Yes/No
A Trust Strategic Management A1 Leadership A2 Accountabilities A3 Direction & planning A4 Health econ partnerships A5 Patient & public partners			
B Service Strategic Management B1 Leadership B2 Accountabilities B3 Direction & planning			
C Quality Indicators C1 Staff attitude C2 Effectiveness & outcomes C3 Access to services C4 Organisation of care C5 Humanity of care C6 Environment			

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D Staffing and Accountability 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			
E Guidelines, practices and performance management 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			
F Drugs F1 Prescribing F2 Administration F3 Review F4 Recording			
G Communication and Collaborations G1 Patients G2 Relative & carers G3 Primary care G4 Acute G5 HA G6 Haslar G7 Social services G8 Nursing homes			
H End of Life H1 Patient care H2 Relatives & carers H3 Staff			
I Supervision and Training I1 Medical I2 Nursing I3 AHP I4 Other staff			

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J Compliants J1 Trust management J2 Ward management J3 Trust lessons J4 Ward lessons J5 Training			
K Clinical Governance K1 Trust arrangements K2 Ward arrangements K3 PCT arrangements			