

**DRYAD WARD MEETING 22<sup>nd</sup> APRIL 2002.**

**PRESENT**

**Code A**

**I apologise for the lateness of these minutes. As you all know I have been busy finishing off my dissertation. I have to confess that I have lost the paper with every ones names on both present at the meeting and the apologies. I have listed all present from memory and accept apologies from everyone else.**

Items discussed

**Outstanding business**

**STUDENT WELCOME PACK-** A student welcome pack is currently being developed by **Code A** and **Code A** and they would like individual contributions. A list of suggestions has been put up on the notice board. Thank you to all who have already contributed.

**TABLET CRUSHER** – We have asked **Code A** to provide.

**MORNING COFF FOR PATIENTS** – **Code A** to advertise for a volunteer.

**SUNDAY SUPPERS** – **Code A** aware and is on the case.

**Welcome back to** **Code A** after her long illness.

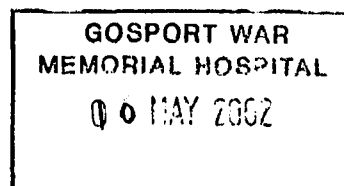
**New admission packs** shown to all present for comment. It is hoped that they will be available for trial soon.

**Drug audit**, reminder that this is imminent. All drug assessment now completed.

**AED audit**, noted that night staff were unhappy about this because the number of gloves stipulated on the audit tool was six pairs, however on the ward check list only three pairs are listed. Apart from this discrepancy the box was in good order. This to be clarified with rhesus department

**Rhesus link nurse**, **Code A** was nominated, but we have not yet received confirmation of acceptance.

**New care plan group** to commence soon with Toni Scammell taking the lead.



**PROCESS FOR QUALITY IMPROVEMENT.**

**Ward cleanliness** was again an issue for concern, **Code A** to stipulate in new contract that if domestics can't clean patient's rooms for whatever reason they are to ask the nurse in charge if there is anything else they can be doing.

**TOPIC TO CONSIDER FOR NEXT WARD MEETING**  
**CLINICAL SUPERVISION****DATE OF NEXT WARD MEETING TO BE ARRANGED.**