

DRYAD WARD MEETING 30th JANUARY 2002.

PRESENT.

Ginny Day,
Beverley Turnbull,

Code A

Anita Tubbritt,

Code A

Code A

APOLOGIES.

Code A

Code A

GOSPORT WAR
MEMORIAL HOSPITAL
05 FEB 2002

Items discussed.

Outstanding business.

CSSD – Code A has given details to night staff. HCSWs to complete orders, as required, on Sunday & Wednesday nights.

LINEN – list of problems we highlighted to be given to Code A. It was asked whether money could be provided to purchase hairdressing towels. Ann from laundry room is happy to mark and launder. To investigate whether L of F will provide funds.

STUDENTS.

Present students finish this week. A new student starts next week. Ginny to speak to Academic Tutor, Val Hewett on the 8th re: new student portfolios, and to arrange an update session for assessors. New assessor course discussed – training lasts up to 18 months, details to follow. Ginny Day and Code A have been appointed as student/assessor/tutor links. It should be remembered that students can work a maximum of two late shifts per week.

PROCESS FOR QUALITY IMPROVEMENT.

WARD CLEANLINESS – Domestic Manager to be informed of all MRSA +ve patients as soon as swab results arrive. In the future, on Wednesdays and Thursdays domestics are to clean behind and below beds. Please observe as to whether domestics clean chairs, at the weekends.

FOOD STORAGE & TEMPERATURES – details clarified and appropriate people informed.

Problems highlighted with hot meals on Sundays – ward staff are currently preparing soup and heating food – to be investigated.

MENUS – night staff to continue with these.

MOVING & HANDLING – all staff names forwarded for updates, awaiting dates and further details.

RISK EVENT FORMS – staff were reminded to complete whenever we are short staffed, and, when transferring bodies from bed to body trolley (it is hoped that we will eventually get a new trolley).

Cotsides should be removed and reported if broken.

CHECKING OF CONTROLLED DRUGS – night staff will check weekly when completing pharmacy order.

OPERATIONAL ISSUES.

ENTERAL FEEDING PUMPS – waiting for bottles and giving sets (order details in blue nutrition file) training in how to use new pumps from previous shift. Debbie to chase up giving sets. Bottles to be changed daily. We will keep two Kangaroo pumps and bags in case of emergencies.

DRUG ADMINISTRATION – Toni Scammell has developed an audit tool. All trained staff will have a drug assessment in the next 2 – 3 weeks (only need to be assessed completing half a drug round) – *the annual drug assessment*.

HCSW TEACHING – list of topics circulating. It is hoped there will be one session per month, to commence soon.

BLEEP POLICY – to be amended soon, so that mainly F & G grades hold the bleep. As Ginny has 24-hour accountability, she should be kept informed of everything that happens.

NEW VERBAL ORDER POLICY – to be found in pharmacy folder.

PATIENT'S MONEY – from now on, no patient's money to be kept on ward. Relatives should be encouraged to take money directly to 'Patients Affairs' where 'accounts' will be opened for each patient.

COMPUTER TRAINING – details to follow soon.

RELAXATION COURSES – names of those interested to Ginny Day.

BADGES – we will be issued with new badges and photo swipe cards. List of dates for photos to follow. Please add your name, or what you like to be called, to the list.

BANK STAFF – will need separate contacts if working on Mulberry ward.

DAY STAFF ANNUAL LEAVE – day staff were encouraged to book their leave wisely, and try not to all book the same weeks.

HEATING – Ginny to speak to Code A

INFECTION CONTROL – we did well in recent audit, although there was evidence of re-sheathed needles and domestic waste in yellow bins. to order extra bins. Extra apron dispenser and yellow bag dispensers were requested.

NEXT WARD MEETING TO BE HELD ON MONDAY MARCH 4th AT 1,30pm.

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