

Toni

**Notes of Action Learning Group Meeting - Monday 8th October 2001**  
**Meeting Room - GWMH**

**Present:** Toni Scammell  
Philip Beed  

**Code A**

  
Maureen Mills  
Rosemary Paxton

**Apologies:**

**Code A**

  
Jan Peach  

**Code A**

  
Gill Hamblin

**Bleep Policy (update)**

TS asked if a record had been kept in June to highlight numbers of calls and reasons. It was reiterated the importance of this survey. Survey not completed - reasons why - confused patients on ward!

**Reception Cover at Weekends and Bank Holidays**

RP updated those present about having reception staff at weekends and on Bank Holidays, a report is being written and sent to Fiona Cameron re: funding. PB felt the use of the direct lines had fallen, please remind staff to hand this number to relatives and patients on admission.

**Nursing Documentation (feedback)**

Mixed feelings, SL felt not appropriate for Dolphin Day Hospital and PB felt some information difficult to find. TS asked all wards involved in trial to write comments down and send to her.

**Agenda for November**

With the implementation of the Gerontological programme TS felt Action Learning Group should be disbanded until November 2002. All G and F grades will be attending Action Learning Group as part of this programme so it could mean a lot of time away from clinical areas. TS felt that Clinical Managers still need to meet but for shorter time. Agreed to meet for Clinical Managers Meeting on 2nd Monday each month 1 pm - 2 pm in Small Meeting Room (Chapel of Rest). If unable to attend, representative to be sent.

**Staffing Projections**

MM talked about monthly manpower returns and highlighted issues that were raised from this data.

All present were aware of lack of training for A grades. PB commented that it was due to the Intermediate Care training that all trained staff were having to complete. All felt this was an area that could be worked on in the new year.

**Next Meeting**

New Clinical Manager's Meeting - Small Meeting Room - 1 pm - 2 pm Monday 12th November 2001