

**Minutes of Sultan Ward Meeting - 10th April 2001**

**Present:**

Jan Peach

Code A

Maureen

Code A

Code A

Ann

Code A

Meeting commenced 2.10 pm

Jan Peach spoke regarding recent press reports about GWMH. At the present time the Criminal Prosecution Service is awaiting their findings. What has come to light is that some records have been destroyed inappropriately. This system has since been rectified. Meanwhile all staff to be aware of visitors and questions. Refer all enquiries to the Trust Central Office at St James'. Staff need to be aware of communication needs with patients and relatives and thereby hope/aim to alleviate worries. If further enquiries do take place then staff should liaise with their union before speaking officially.

Ann - Catering changes - Bananas and custard will be "united" on the ward. Hopefully this way bananas and custard will be more appealing.

Lunches to be served at 12.30

Pre-plated meals are not an option - too expensive

General monitoring and improvement of meals in the Kitchen - specifically pasta meals

Insulated water jugs - 36 on order.

Overseas Nurse - S/N Veronica commencing duties 20th April 2001.

ENB courses availability - Palliative Care, Assessment and Care, Asthma Code A

Mental Health in the acute setting - 3 places available to Sultan Staff - names to Ann please.

HOD's 22nd March 2001 - Red Cross donating funds to GWMH  
 Risk Assessments have highlighted storage and waste  
 Information on recruitment  
 In-house training sessions on IT  
 Transport problems must be put in writing  
 Ethnic origins must be more specific when admitting  
 e.g. White - Scotland  
 GOSDOC closure - changes are ongoing. If Healthcall visit is longer than 3 hours after request it must be documented and a risk assessment form completed.  
 9999 - clarify who dials - Reception or us? - Reception in office hours - Daedalus after 8 pm

**Information Exchange**

See Pharmacy Guidelines on use of antibiotics

Resus training - if you haven't done it yet - book it

Karen's new Food and Fluid chart - agreed to trial

List of religious contacts - Gosport and Fareham - Ann's office

Pastor Mary's retirement

Dates for ALERT training

All staff to read COSHH folder and sign it please

Ordering stores - all staff to be responsible - night and day staff - now the ward is busy at all times it is not fair on Code A

? League of Friends to buy Danish stocking aid as a piece of ward equipment (helps us to apply

T.E.D's

Code A is on a teaching programme to re-educate staff on taking blood pressures

Lets promote positive thinking:- Aim to lift moral on the ward

Be aware of professionalism

Suggestions? Moaning box?

Consider your colleague

Meals - to table or not? - consider rehabilitation, socialisation

Difficulties due to "locum" evening domestics. Requests to Supervisor to write a detailed list of duties and for it to be displayed in the Kitchen.

**Date and Time of Next Meeting - Wednesday 2nd May 2001 - 2 pm**