

## **NHS Trust**

## **SUPERVISION SESSION**

Name:

Philip Beed

Date:

4th September 2001

Time:

1.30 pm

Venue:

Toni's Office

	ACTION
1. INFORMATION/GENERAL	
Discussed 2 more complaints about your attitude.	Attend Workshops: Working with Assertiveness
You agreed you had a problem and were happy with the solutions.	- Introduction to Communication Skills. To complete T.O.D. Pack on Dealing with Difficult Colleagues with team leaders and Maureen Mills
2. STAFF ISSUES - PERSONNEL	
<ul> <li>All posts filled except 0.32 A which is being left.</li> <li>Moral reasonable.</li> </ul>	Continue
Training forecast completed	
3. STAFF ISSUES/TEAM ISSUES - MANAGEMENT	
Discussed memo sent in August 2001.	
Completing bed blocking forms	Ward Clerk to work extra hour
1 3	Wednesday.
<ul> <li>Obtaining medical notes out of hours when holding bleep.</li> </ul>	Awaiting information back from Rosemary Paxton re: Porters doing this task.
Staff frequently not having breaks and working one day of weekend off.	Better organisation at ward level for breaks. Aim for staff to have whole weekend off, may improve as fully established
4. ACTION PLAN	
TS to arrange Workshops	
DATE OF NEXT MEETING: 11th December 2001	
TIME: 2 pm VE	NUE: Toni's Office