Portsmouth HealthCare

NHS Trust

SUPERVISION SESSION

Name:	Gill Hamblin	Date:	12th October 2001
Time:	3 pm	Venue:	Dryad Ward
			ACTION
1. INFORMATION/GENERAL			
• E grade ND post - concern about feedback from interview.			To discuss issues of concerns and set objectives for SN Basson
 Halfday workshop for HCSW on Incontinence (set Feb 2001 meeting) Achieve date changed x 2 			Design and set up workshop for approx. 20 people
2. STAFF ISSUES - PERSONNEL			
2. STAFF 15	SOES - I ERSONNEL		
• New F grades objectives			TS to see copy.
 Vacancies " 	for E grade ND A grade days		Continue with recruitment
3. STAFF ISSUES/TEAM ISSUES - MANAGEMENT			
 Concerns over off duty with poor skill mix. No-one is forward planning; ward left with unsafe staffing levels part-time staff doing excess hours to cover handover periods 			Off duty to be taken away from LB and SSN to take over. Off duty to be reviewed daily and action taken as required
4. ACTION PLAN			
• TS to be made aware of any staffing problems so assistance/advice can be given.			
• To attend Sickness Absence training in Nov 2001.			
DATE OF NEXT MEETING: 12th December 2001			
TIME:	VENUE: Toni's Office		