

Top Daedalus

## Notes from Team Leaders Meeting

5/4/01

### Review of Team Nursing

- Number of teams to be carefully considered and discussed at next TL meeting, list of options attached.
- Knowing all patients on the ward felt to be important, and working okay with present system.
- Current ward round split can be confusing. Alternative options to be considered.
- Named Nurse principle could be used to greater effect with specific areas of care:
  - ❖ Communicating with relatives (watch this space for more info)
  - ❖ Discharge Planning
  - ❖ Referrals and other actions
  - ❖ Discharge Letters
  - ❖ Dressings
- The need to move patients between teams can be problematic. Possibility of patient staying with same team when moved to a different room considered but decided as impractical.

### Future Meetings

- Team meetings:
  - ❖ To be held prior to next TL meeting, and then decide frequency.
  - ❖ Clinical Supervision to be incorporated in team meetings.
  - ❖ See Philip for tea & biscuits money before meeting
  - ❖ **Code A** to link up with Alver Team, **Code A** to link up with Lee Team.  
Night staff to have option of attending day team meetings as well as own.
- Team Leaders – next meeting in approx 4 months.

Ward Objectives for 2001/2

- ❖ Introduction of night duty rotation. (1)
- ❖ Use of discharge planning sheet for all patients (copy of discharge plan & transfer letter to be kept on ward following discharge)
- ❖ Re-organisation of nursing notes and paper work. (2a)
- ❖ Revision of pre-printed care plans. (2b)
- ❖ Development of Ward Philosophy. (3)

(1) Night Duty rotation to commence 6/5/01. Pat Wilkins, Cath Marjoram, Vickie Wellgreen, plus one other.

(2a & b) Angela, Cath & Vicky to take study day to re-organise nursing notes & paper work, and consider time scale required for revising pre-printed care plans.

(3) Response sheet to be sent to all staff, and to be discussed at next TL Meeting.

Other Notes:

Training

Booking & Recording of training to be transferred to Team Leaders.

*Suggested Date for next TL Meeting*

*1.30pm Tues 21<sup>st</sup> August.*

*Please let me know if this date looks okay?*

## Daedalus Ward

### Team Options

Number of Teams Day + Night	Benefits	Possible Drawbacks & Considerations
3+1 (present system)	Practical caseload for team leaders C/Load correct for number of staff on duty Patients attended to in reasonable time frame (from patients perspective)	Ward Rounds not related to nursing teams Caseload can be split appropriately for the late shift One nurse often lost to administration & person i/c duties
2+1	Ward Rounds could be done by teams Should be one qualified nurse per team Division of rooms would work (team a, rooms 1,2,3,4,5,9 team b, rooms 6,7,8,10,11,12) More trained staff in each team (note still same actual number of trained) Teams could continue on afternoon shift Possible release of Philip & Pat from team system	1 less team leader required Morning teams would be large and contain odd numbers Large caseload for team leaders
4+1	Ward Rounds could be done by teams (2 teams per round) Teams could continue on afternoon shift	1 additional team leader & team required Room split would be complicated Teams would small Possibility of one or more team not being represented on a shift.