

file.

BH/FC

# 1. Redeliff.

Dementia training commenced.

JK invest nearly complete.

BH will do file notes + send to FC.

BH

- ? leadership training for Richard Adams.  
look at personal competencies

SK hearing 30/3.

# 2. Environmental issues

Redeliff  
Sumerhall.

TD to do risk assessments

# 3. Rapid tranquilisation

- \* Used to calm disturbed pts
- \* IM injection
- \* Common practice but risks associated to older people.
- \* Need for protocol to support practice.
  - pulse oximeters/BP/resp.
  - observation < 24 hrs.
  - medical review

\* Identify ~~the~~ resource implications

4. Phoenix DH

Marina Lowman - 1/2 pay

F grade commence 12/3/01

? Jo Taylor to oversee.

? Jerry Clusby cover Mullberry.

- F grade to be advertised for Mullberry

BH will discuss w/ JC + JT

5. Nursing review

AM'n — ET meeting

6. EMH away day

- 3. Good practice - ~~day~~ review
  - YP Dementia
  - MD assess
  - Minimal review
  - Resource centric  
Summervab

What next?

7. Laundry - Mullberry

BH / JP re issued.

2/4/01  
RP meeting

8. ECT

↑ hrs from ward staff  
? Dir rev report qtr 4.

9. Study leave.

delayed till ? Apr/May

10. Caseload

BH discussing w Jane Wallington  
re splitting

BH

11. EMH H/SS bids

BH has written to RB/EE.

12. Staffing

Contingency arrangements suspended.  
19/2/01

- PDH - see above
- Mulberry - F grade vacancy
- Rodclyffe - E " vacancy
- HT sick continued
- Summerville - vacancy HCSW.

13. Manpower returns

JP/BH to discuss process  
feedback to FC.

14. Data protection

BH to determine process

15. Bank/Agency

BH to investigate

16. Travel. claims - agreed to complete monthly BH

17. F grade 15 -> 22

18. Winter pressure finding

BH check & AM's re? extension

19. Activity BH to check & VB.

20. Date + time

2/4/01 9-11

21.