

*Moreen*

Fareham and Gosport   
Primary Care Trust

**NOTES OF A CHI RECOMMENDATIONS WORKING GROUP  
(Nursing / Risk Management)  
TO BE HELD ON 24<sup>TH</sup> APRIL 2003**

**Present:** *Justina Jeffs  
Jan Peach  
Fiona Cameron  
Ann Turner*

**Apologies:** *Caroline Harrington  
Ann Dalby  
Toni Scammell  
Pat Wilkins*

**1. Recommendations**

**Recommendation 2**

**“To review the policy for admitting patients to Sultan Ward at Gosport War Memorial Hospital”**

Althea and Jan have further updated this document with a procedure regarding the Elderly Medicine beds on Sultan. A compliance check is in train for the end of May and development of peer review of this and other clinical policies is underway. Justina will be tabling a paper at the Clinical Governance Committee

**Recommendation 3**

Unchanged

**Recommendation 4**

Advert for this post will be placed next week, week commencing 28<sup>th</sup> April.

**ACTION:** *FC / HB*

**Recommendation 5**

- Diamorphine Audit – The results of this is currently being written up and will be shared with Ian Reid. Justina will be linking these results back to the previous audit. Recommendations will be available after 30<sup>th</sup> April.

- Baseline Audit - This will involve identifying the number of controlled drugs by month and ward and relating this to the quality and legibility of prescriptions. This work will be available as soon as possible.

**Recommendation 6**

Reliant on the Baseline Audit in **Recommendation 5** above.

**Recommendation 7**

Ann Turner is currently working on an addendum to the complaints policy which outlines the different levels around complaints. This will be available by 16<sup>th</sup> May.

**ACTION:** *AT*

**Recommendation 8**

Relating to swallowing training for nurses. A meeting is being held on 2<sup>nd</sup> May with the speech and language therapists, to consider ongoing development of this programme and evaluation.

**ACTION:** **FC**

**Recommendation 9**

**“To review and clarify the role of the Activities Co-ordinator at Gosport War Memorial Hospital”**

A paper will go to the last quarter service review and will also feature as part of the evidence for the CHI Implementation Working Group.

**Recommendation 10**

This piece of work is still outstanding in terms of the evidence relating to the Essence of Care development and the action plan for ongoing development of Essence of Care across the PCT.

**ACTION:** **AD**

**Recommendation 11**

The Community Hospitals information cascade system is now available as evidence.

**Recommendation 12**

**“To determine the best way to improve communication with older patients and their relatives / carers”**

The information for patients and carers via Portsmouth Hospitals Trust in leaflet and poster form are virtually ready. In addition, the CHC report on communications with relatives and carers at Gosport War Memorial is complete and will go to the May informal board, with a view to an action plan going to the June formal board.

**ACTION:** **JJ / JP**

**Recommendation 14**

The policies associated with admission to Dryad and Daedalus have been reviewed and Jan will send to Fiona.

**ACTION:** **JP**

In terms of audit, Justina will discuss this with Althea Lord.

**ACTION:** **JJ**

**Recommendation 15**

**“To establish arrangements in Fareham & Gosport PCT to ensure strong long-term nursing leadership on all the wards at Gosport War Memorial Hospital”**

A diagram is awaited which clearly explains the accountability structures in community hospitals and Jan will work with Ann Dalby in relation to this.

**ACTION:** **JP / AD**

**Recommendation 17**

**“To ensure arrangements are in place for continued learning and monitoring of actions arising from complaints across Fareham & Gosport and East Hants PCTs”**

A meeting has been organised for 25 April to look at a near miss reporting process and the quarterly review processes already in existence.

**Recommendation 18**

As above, although training has already gone into Gosport War Memorial and to the clinical managers relating to risk event reporting.

**2. Date and Time of the Next Meeting**

**4<sup>th</sup> June 2003 (12.00 – 2.00 p.m.)  
at Fareham Reach (Conference Room)**