

CHI Mtg 6/11/07.

Liz Frad - N. Dir - joint resp c MO for investigations

key \*  
person.

Julie - investigation mgr (lead)

Alison - CMU's mgr - lead on CMUs.

Anne - investigation mgr - interviews + support  
Julie Miller

**Code A** - Co-ord - interviews.

Scope of investigation - Julie Miller

Team - Eld Health or Cny Health B/ground  
(7) inc. Anne + Julie

- Secondments - Nurse - Maureen Morgan
- Dr - Tony Lupton
- Allied Health Prof - Jennifer Wenbarn
- mgr - Alan Carpenter
- Lay person - Mary Parkinson.

Terms of Ref - multiple source of concerns  
- ? Since '98 failure of Trust ~~process~~ <sup>system</sup>  
- focus of Eld Care

Timetable - 22 wks.

- prep phase - now
- 2<sup>nd</sup> req this week - Service Specific
- Stakeholders 21 - 23 Nov
- Site visit 7 - 11 Jan
- Report writing 21/11 - 12
- Rep to CHI 8/13 22/14 Rep publish

Sections will be sent for checking of accuracy



Staff interviews - Start getting staff lists - present and '98.

Oryad  
Saedaks  
Switen. [ Current teams  
'98 teams  
Learners ] Clinical + therapists

Exec + non-exec Directors - all.

Stakeholder mts - inc. staff.

- Purpose ->
- ① To engage local people - their experience
  - ② To inform the site visit thro' that info.

CHI have written to ind'l complainants + to other vol org's, inviting them to meet.

\* Info sheet / info form - all on web

mtgs by app't

- 21 Nov - Gwmt Thorngate Hall 10-5
- ? <sup>plus</sup> another date
- 22/23 Nov Berepial Centre 9-5

- Alison - advertise thro' media
- radio interview
  - The News - Rebecca Eleror
  - Posters for us to display
  - local 'Talking newspapers'
  - ? Gosport paper?

Statutory stakeholders



# Interview Arrangements.

Scheduling + Set up - Fiona

- Attendance
- CMT can request but prefer people to come forward
  - Staff can bring spouse & them
  - info sheet explaining what to ~~do~~ expect.
  - Staff will be interviewed by 2 (?3) CMT members.
  - not taped but notes taken

## Confidentiality + Disclosure

- all info confidential
- encourages people to be open
- no ind'l staff mentioned in rep, no staff quoted unless informed but no names used - may use job title if required to aid understanding of quote.
- if sthng needed to inform another statutory body, person informed - eg. DACE, GMC, Police.

CMS - Jessica Sheringham if Alison Cook not available.

Cawline



## COMMISSION FOR HEALTH IMPROVEMENT

GOSPORT WAR MEMORIAL HOSPITAL INVESTIGATION START-UP  
MEETING, Trust Headquarters, St James Hospital (Tuesday 6  
November 2001 at 9.00am)

11

-12.30.

### In attendance from CHI:

Liz Fradd (Nurse Director)  
Julie Miller (Lead Investigation Manager)  
Anne Grosskurth (Investigation Manager)  
Kellie-Anne Rehill (Investigation Coordinator)  
Alison Couch (Communication Manager)

### In attendance from Portsmouth Health Care NHS Trust:

Max Millett (Chief Executive)  
Dr Ian Reid (Medical Director)  
ANNE MONK ~~Margaret Scott~~ (Chair)  
Fiona Cameron (Divisional Manager)

~~Also for you to add anyone else here~~

David Barker (Comm. Mgr)  
Cawline Thornton (Asst. Bus. Mgr)

1. Introductions
2. Introduction to CHI: Values, objectives and work programme (Liz Fradd)
3. Introduction to the Trust: Brief background (Max Millett)
4. Scope of Investigation (Julie Miller)
  - The Investigation Team
  - Terms of Reference
  - Timetable
  - Interviews
5. Meetings/consultation outside the Trust
  - Stakeholder meetings
  - Portsmouth Hospitals NHS Trust
  - Primary care providers
  - South East Region NHSE
  - Haslar Hospital

- Health Authority
6. **Interview arrangements**
    - Scheduling and set-up of interviews
    - Attendance at interviews
    - Confidentiality
    - Disclosure of information
  7. **Documentation**
  8. **Role of Communications (Alison Couch)**
  9. **Cost of Investigation**
  10. **Any items not covered above**