

Viv Sykes - Admin Manager

From: Caroline Harrington - Assistant Business Manager
Sent: 11 December 2001 17:21
To: Viv Sykes - Admin Manager
Subject: More CHI!

Spoke to Jan Peach - she has given me the following names:

Code A Staff Nurse (Day), Sultan ward
Code A Staff Nurse (Night), Sultan ward
Code A HCSW (Day), Sultan ward
Code A HCSW (Night), Sultan ward
Code A Staff Nurse (Night), Sultan ward
Code A Ward Clark, Daedalus ward
Code A Porter, Goport War Memorial Hospital
Code A Phoenix Day Ward (NOT Mulberry ward - she's moved again!!),

We don't yet know whether CHI want to see Jan, but they may also want to see Toni Scammell, Fiona may know by the time you talk to her....

Jan will phone you Weds around lunchtime with the rest of the names - for Dryad and Daedalus. She has your name and number!

If you need to contact me, phone CAPSTICKS Solicitors on **Code A** and they will take a message and I will phone you back in one of the breaks. Otherwise, Fiona should be around all day in her office.

Please make sure you change Dr Jane Barton so that she is seen on Tuesday 8 Jan from 1.45 - 2.30 and again from 2.30 - 3.30. I have swapped her on my list with Angela Wilson, Senior Staff Nurse (Night) Daedalus.

Viv - if these letters don't take you all day (!!??) could you start putting people into the slots on the schedules I mailed you earlier so that we can let CHI have a rough idea of how it's panning out. Don't worry if you don't have time, it's just the next 'job' to do!!! I'm happy to do it after the letters have gone out.

Thank you Viv, hope your day goes OK, and I will see you on Thursday.

Caroline

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Caroline

PRIVATE AND CONFIDENTIAL

Mrs Anne Monk
 Chairman
 Trust Central Office
 St James' Hospital
 Locksway Road
 Portsmouth
 PO4 8LD

CHI/ch

12 December 2001
 4003

Dear Anne

Gosport War Memorial Hospital Investigation by the Commission for Health Improvement

The Commission for Health Improvement is currently undertaking an investigation into the provision and quality of care for older people at Gosport War Memorial Hospital. The Commission are specifically looking at the rehabilitation and continuing care of older people from 1998 to present day.

As part of the investigation, the Commission for Health Improvement have requested an interview with you on **Monday 7th January 2002 at 12.45pm**, at **Gosport War Memorial Hospital** the Commission will endeavour to keep to the appointment times as closely as possible, but it may be advisable to keep the whole afternoon free. It is anticipated that each interview will last about an hour.

It is possible that the Commission will request to interview you again on **Friday 11th January 2002**.

Please would you confirm your attendance by phoning (), faxing () or e-mailing me . If you are unable to attend at the specified time or date please would you notify me by 21 December 2001.

I apologise for any inconvenience this appointment may cause, and thank you for your co-operation. If you have any queries regarding this process please don't hesitate to contact either Fiona Cameron, General Manager or myself.

Enclosed, for your information, are a copy of the Interview Notes being sent to staff who have been selected for interview with the CHI team.

Yours sincerely

Caroline Harrington
 Assistant Business Manager/CHI visit Co-ordinator

Gosport Timetable

Monday 7 th January 2001					
		Team A	Team B	Team C	Team D
8.30	9.30	Team Briefing - hotel			
9.30	10.00	Travel to Trust			
10.00	11.00	Coffee & Investigation Team introductions and briefing with Trust <i>FC JP TS MH ET JR</i>			
11.00	12.00	Ward Visits hosted by Trust <i>Jan Peach -</i>			
12.00	12.45	Lunch			
12.45	1.45	Max Millet	Anne Jones <i>Mark</i>	Ian Reid	
2.00	3.00	HR Dir <i>Peter King</i>	Eileen Thomas	Chief Pharm Code A	
3.00	3.30	Tea and Coffee			
3.30	4.30	Dr Lord	Code A	Ian Piper	
4.30	5.30	Code A	Lesley Humprey	Code A	
5.30		Travel back to hotel			

Gosport Timetable

Tuesday 8 th January 2001					
		Team A	Team B	Team C	Team D
		Travel to Trust			
9.30	10.15				
10.15	10.30	coding			
10.30	11.15				
11.15	11.30	coding			
11.30	12.00	Tea & Coffee			
12.00	12.45				
1.00	1.45	Lunch			
1.45	2.30				
2.30	2.45	coding			
2.45	3.30				
Return					

Gosport Timetable

Wednesday 9 th January 2001					
		Team A	Team B	Team C	Team D
		Travel to Trust			
9.30	10.15				
10.15	10.30	coding			
10.30	11.15				
11.15	11.30	coding			
11.30	12.00	Tea & Coffee			
12.00	12.45				
1.00	1.45	Lunch			
1.45	2.30				
2.30	2.45	coding			
2.45	3.30				
Return					

Gosport Timetable

Thursday 10 th January 2001					
		Team A	Team B	Team C	Team D
		Travel to Trust			
9.30	10.15				
10.15	10.30	coding			
10.30	11.15				
11.15	11.30	coding			
11.30	12.00	Tea & Coffee			
12.00	12.45				
1.00	1.45	Lunch			
1.45	2.30				
2.30	2.45	coding			
2.45	3.30				
Return					

VIVX Code A

CHI: Code A

ACTIONS

- 1. Send out Exec letters (CH)
- 2. Schedule onto PC ✓ + Start putting names in (VS)

3. Code A

✓ 7 letters
- disabled access? ^{no.}

4. Phone Jan Peach - names → Schedule

5. Phone Code A
11/12 10-12 = VS.

arrange to visit GWMH.
E Viv Sykes. ^{4 interview rms}
^{1 relax room.}

6. Arrange water in interview rms. - Rosie / Jeff.

7. Arrange tea + coffee making facilities in seminar
Rosie / Jeff.

8. Arrange lunch - Sandwiches, orange juice.
to inc. veggie Rosie / Jeff

Mon 12 - 12.45 Tues - Fri 1 - 1.45.

9. Signs at GWMH (Byrd Rd entrance), turn (L) + report to the General Office. CH/VS.

Jan Beach ^{to} choose create schedule.

check ms

Both refreshments.

Tea + coffee making facilities in water in interview rooms.

Sem. rm - Test room.



Beachcroft Wansbroughs SOLICITORS

7-11 Jan - CHI Interviews.

MON 7th

4 rooms + rest m.

12.45 - 1.45

Code A

Code A

Ian Reid

2.00 - 3.00

3.30 - 4.30

Althea ✓

Julie

Code A

4.30 - 5.30

Code A

Cesley

Tues 8th all staff on the 'others' list.

plus Dr. Barton 1.45 - 3.30.

Daedalus

Then as listed.

Jan
Dr Barton
Sister Lock

kellie - Anne, we need ~~to~~ letters.

Code A

The others

anyone disabled?

Dr Beasley

Dr. Booth

with Phillips P.C. PCT. - cc. to

Code A