

Occupational Code
 SAS Code Code A
 Replacing
 Appointment with establishment YES/NO
 Hours per week
 National Insurance Number Code A
 P45 attached YES/NO
 Maiden Name Code A
 Nationality Code A
 Male/Female/Married/Single
 Date of Birth Code A
 Address Code A
 For names
 Surname

PERSONAL DETAILS
 PERSONNEL AND SOUTH EAST HAMPSHIRE

JB Contract

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

St Mary's Hospital
Milton Road
PORTSMOUTH
Hants PO3 6AD

Telephone: Code A

28.4 88

Dr Jane Barton

Code A

Dear Dr Barton

I am instructed by the Portsmouth and South East Hampshire Health Authority to confirm the offer of appointment as Clinical Assistant in Geriatric Medicine for a period of one year commencing on 1 May 1988 and terminating on 30 April 1989. The post required attendance at Gosport War Memorial Hospital for five sessions per week.

The remuneration for this post will be £9375 per annum as laid down in the Terms and Conditions of Service of Hospital Medical and Dental Staff (England and Wales). It is subject to amendment from time to time in the light of national agreement.

You are entitled to receive two months' notice of termination of employment and are required to give the Portsmouth and South East Hampshire Health Authority two months' notice.

The employing authority will require you to be a fully subscribed member of a recognised professional defence organisation, or if you have an objection to such membership on grounds of conscience, or on some other grounds approved by the Secretary of State, to take out and produce to the employing authority an insurance policy covering yourself in respect of any liability arising out of or in connection with your duties hereunder, and to produce to the employing authority forthwith and annually the receipts for the payment or renewal of subscriptions or premiums as the case may be.

You are required to have full registration with the General Medical Council. General Medical Council.

Please forward documentary evidence of your medical insurance and registration with the signed acceptance.

You will be entitled to annual leave with pay at a rate of six weeks per annum. Full details of both annual leave and sick leave and the conditions governing these allowances are set out in the Terms and Conditions of Service.

The Portsmouth and South East Hampshire Health Authority accepts no responsibility for damage to or loss of personal property, with the exception of small valuables handed to their officials for safe custody. It is, therefore, recommended that you take out an insurance policy to cover your personal property.

- 2

The employing authority undertakes that it will not make deductions from or variations to your salary other than those required by law without your express written consent.

Should you have any grievance relating to your employment you are entitled to discuss the matter in the first instance with the Consultant(s) to whom you are responsible and, where appropriate, to consult either personally or in writing with the Personnel Officer (Medical Staffing) in the Personnel Department, St Mary's Hospital

The agreed procedure for settling differences between you and the Portsmouth and South East Hampshire Health Authority where the difference relates to a matter affecting your conditions of service is set out in Section 32 of the General Whitley Council Conditions of Service.

The agreed disciplinary procedure is available in the Personnel Department, St Mary's Hospital. If you are dissatisfied with a disciplinary procedure application to appeal should be made to the District Personnel Manager, District Offices, St Mary's Hospital.

If you agree to accept the appointment on the terms specified above please sign the form of acceptance at the foot of this letter and return it to me. A second signed copy of this letter is attached which you should also sign and retain for your future reference.

Yours sincerely

Code A

Mrs P Danks (on behalf of the Portsmouth and South East Hampshire Health Authority)

Encs

PLEASE DO NOT DETACH

I hereby accept the offer of appointment mentioned in the foregoing letter on the terms and subject to the conditions referred to in it.

I enclose documentary evidence of my membership of a recognised professional defence organisation (or an insurance policy providing cover against liability) together with proof of my registration with the General Medical Council.

Signed..... Date

This offer, and the acceptance of it, shall together constitute a contract between the parties.

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYJOB DESCRIPTION FOR THE POST OF CLINICAL ASSISTANT
TO THE GERIATRIC DIVISION IN GOSPORT

LOCATION GOSPORT WAR MEMORIAL HOSPITAL 11 PATIENTS
NORTHCOTT ANNEXE 12 PATIENTS
REDCLYFFE ANNEXE 23 PATIENTS

ACCOUNTABLE TO:- CONSULTANT PHYSICIANS IN GERIATRIC MEDICINE

LIAISES WITH:- INTERNAL CONSULTANT PHYSICIANS IN GERIATRIC MEDICINE
LOCAL MANAGER FAREHAM/GOSPORT
HOSPITAL./PREMISES MANAGER GOSPORT
WARD SISTERS
MEDICAL RECORDS DEPARTMENT
HEADS OF PARAMEDICAL SERVICES
PHARMACY
DIETICIANS

EXTERNAL GENERAL PRACTITIONERS
SOCIAL SERVICES
VOLUNTARY SERVICE ORGANISATIONS

JOB SUMMARY This is a new post of 5 Sessions a week worked flexibly to provide a 24 hour Medical Cover to the Long Stay patients in Gosport. The patients are slow stream or slow stream rehabilitation, but holiday relief and shared care patients are admitted. An important aspect of this role is for the postholder to be seen not only as a medical adviser but as a friend and counsellor to patients, relatives and staff.

All Consultant Physicians in Geriatric Medicine have an equal right of Admission, but at present the beds in Gosport are under the control of Dr Wilkins and Dr Grunstein.

- DUTIES
1. To visit the Units on a regular basis and to be available "On Call" as necessary.
 2. To ensure that all new patients are seen promptly after Admission.
 3. To be responsible for the day to day Medical Management of the patients.
 4. To be responsible for the writing up of the initial case notes and to ensure that follow up notes are kept up to date and reviewed regularly.
 5. To complete, upon discharge, the Discharge Summary and HRM 60.
 6. To ensure the prompt preparation of death certificates and for cremation certificates where appropriate.
 7. To take part in the weekly Consultant rounds.

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

Clinical Assistant in Geriatric Medicine

Applications are invited for this new post of 5 sessions per week worked flexibly to provide 24-hour medical cover to the Long Stay patients in Gosport. The post is open to individual applicants or could be shared by two General Practitioners; ideally from the same Practice. Duties include a Tuesday afternoon Ward Round with the Consultant, however, this need not involve more than one General Practitioner.

For further information, please contact Dr J Grunstein, Consultant Physician for the Elderly, Saint Mary's Hospital, on Portsmouth Code A

Application Form and Job Description available from the Personnel Department, Saint Mary's Hospital, Milton Road, PORTSMOUTH, Hants, PO3 6AD.

Closing date: 4th March 1988

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

Clinical Assistant in Geriatric Medicine

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Closing date: 4th March 1988

Fiona Cameron - Operational Director

From:
Sent: 17 April 2002 16:06
To: Fiona Cameron - Operational Director
Cc: p=NHS NATIONAL INT;a=NHS;c=GB;dda:RFC-822=Kellie-Anne.Rehill(a)chi.nhs.uk;
Subject: Re: FW: Daedalus FCE's



att.dat

Hi Fiona

Thanks for this - Kellie is pulling table together and will email through for you to check later today. We still have blanks for 97/97 Sultan and Dryad - please let me know if too difficult to complete.

Have tried to find Dr B's contract - under the info you sent us at 6.3 (your ref) I have a copy of the covering "Specification of Medical Services Provided by RMOs" which does not include, as far as I can see the clinical assistant contract for Daedalus & Dryad wards. Could you let me know if you have a copy of this contract if you have it?

I should be able to let you know early next week when you'll receive sections of the report for factual accuracy checking. I will aim to give you at least ten days to do this. I will try when possible to forward any detailed tables (such as the throughput information Kellie's sending today) as soon as we have finalised them. Are you happy with this approach, which might mean you'll see information out of context initially? Am trying to give you as much time as I can to check information as realise how time consuming it is.

Any update on when your audit work will be completed?

Thanks

Julie

Julie Miller
 Investigations Manager
 Commission for Health Improvement
 Finsbury Tower
 100 Old Bunhill Row
 London
 EC1Y 8TG

Code A

Any views expressed in this message are those of the individual sender, except where the sender specifically states them to be the views of the Commission for Health Improvement. Any unauthorised disclosure of the information contained in this email is strictly prohibited.

Please check for viruses before accessing attachments. Although we endeavour to keep files clean we can take no responsibility for any damage caused by contagion.

Chris

Dandhoe,
 for Dr B's
 Clinical Ass't
 Contract -
 Dryad + Daedalus.

attached.
 19/4/02.

Medical Personnel Department St James Hospital Locksway Road Millton Southsea Hants PO4 8LD
 Providing services to: East Hampshire Primary Care Trust, Portsmouth City Primary Care Trust & Fareham and Gosport Primary Care Trust

FAX COVER**Safe Haven**Date 18/04/02Number of pages including cover sheet: 7**To:**Fiona CameronC/o Caroline HarringtonFareham & Gosport PCTFareham Reach

Phone: _____

Fax phone: _____

Code A

CC: _____

From:Chris DonohoeMedical Personnel DepartmentSt James HospitalLocksway RoadPortsmouth Hants PO4 8LD

Phone: _____

Fax phone: _____

Code A**REMARKS:**

Urgent

For your review

Reply ASAP

Please comment

Dear Fiona,

Please find herewith a copy of Dr Barton's original Job Description and Contract, unfortunately the copy of the contract has not been signed.

If we can be of any further assistance please do not hesitate to contact us,

Kind Regards,

Tina Plant

On behalf of Chris Donohoe, Medical Personnel Manager

**This fax may contain confidential information and you may not be the intended recipient, you must not copy or make any unauthorised disclosure of such information.
 Please telephone if you receive this fax in error or if any page is missing or indistinct.**

Medical Personnel Department St James Hospital Locksway Road Milton Southsea Hants PO4 8LD
Providing Services to: East Hampshire Primary Care Trust, Portsmouth City Primary Care Trust & Fareham and Gosport Primary Care Trust

FAX COVER



Safe Haven

Date 18/04/02

Number of pages including cover sheet: 7

To:

Fiona Cameron

C/o Caroline Harrington

Fareham & Gosport PCT

Fareham Reach

Phone: _____

Fax phone: Code A

CC: _____

From:

Chris Donohoe

Medical Personnel Department

St James Hospital

Locksway Road

Portsmouth Hants PO4 8LD

Phone: _____

Fax phone: Code A

REMARKS: Urgent For your review Reply ASAP Please comment

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Kind Regards,

Tina Plant

On behalf of Chris Donohoe, Medical Personnel Manager

This fax may contain confidential information and you may not be the intended recipient, you must not copy or make any unauthorised disclosure of such information.
Please telephone if you receive this fax in error or if any page is missing or indistinct.

Fareham and Gosport **NHS**
Primary Care Trust

FAX

Please telephone Code A if any page is missing or indistinct

To Commission for Health Improvement

Date 22 April 2002 *sent ctt.*

For the Attention Of: Julie Miller/Kellie-Ann Rehill

Fax No: Code A

From Caroline Harrington
Risk & Litigation Manager

Pages (include this sheet) 7

This facsimile is intended only for the individual or entity to whom it is addressed. If you have received it in error, please destroy the original and telephone Code A immediately.

Julie/Kellie-Ann

Please find attached a copy of Dr Barton's contract as requested in Julie's e-mail to Fiona, dated 17 April 2002.

Regards.

Caroline

FAREHAM & GOSPORT PRIMARY CARE TRUST

Unit 180, Fareham Reach, 166 Fareham Road, Gosport PO13 0FH

Code A