

# Portsmouth Hospitals

NHS Trust

## **SISTERS FORUM MEETING**

Minutes of meeting on 15<sup>th</sup> October 2008, in THDH Dining Room, SMH.

**Present:**

Kim Bezzant	Carol Jones
Chris Ash (CA)	Julie Turk
Karen Neller	Emma Doncaster
Vivien Alexander	Brenda Dillon
Janet Neville	Deirdre Rodgers and Glynis Hamer
Grace Harding	Ammev Wood and Debbi Atkinson

**Apologies:**

Clare George	Julia Lake
Grace Harding	Vivienne MacDonald
Coleen Lloyd	Rhonda King
Jane Colverson	Jane Whitty
Alison Grant	Brenda Gould
Barbara George	

**Copies of minutes also to:**

Janet Neville	Den McFall
Sarah Hardham	Charlie Cassidy
Barbara George	Sally Hayman
Sarah Taylor	Amanda Greensmith
Cherilyn MacNee	Sandy Woodgate
Clare George	Ursula Doherty
Carol Farmiloe	Marion Moffatt
Lesley Humphrey	Gill Gould
Gary Pratt	Bev Vaughan
Ruth Davies	Nikki Appleton
Jane Pearson	Denise Elliott
Chris Gorman	Carol Burrows

**Minutes of previous meeting**

Approved

**Matters arising**

None

### Information and feedback from DSN

- Nursing establishments for the new wards on F and G level are currently being worked on and will be shared as soon as confirmed. There will be a consultation meeting with Band 7 and 8's in November
- The new establishments for this year have been set and will be on the server farm shortly. Rehab wards queried what they could recruit to. CA to ask Neil martin to clarify
- If you are interviewing and don't have vacancies for appointable candidates please share their information with others wishing to recruit as this will save time and effort.
- Visiting times. These vary from ward to ward. KB to audit and see how many wards are protecting mealtimes
- KB asked if cordless phone would help ensure more timely answering of phone queries to wards. It was generally felt that these had limited use because:
  - They lose their charge quickly if they are left in nurses' pocket
  - Staff would still be engaged in patient care and unable to answer them at times
  - They do not pick up in some parts of the wards

### Warfarin Discharges

Following a recent risk event Brenda Dillon attended the meeting to talk about warfarin discharges. Brenda emphasised that all patients on warfarin should be seen by an anti-coagulant nurse prior to discharge, or be seen in a follow up clinic. The former option is preferable but this is difficult for her team to deliver at SMH due to lack resources.

Brenda will send a copy of the booklet given to patients to KB for copy and distribution: This is for info for staff and should not be given to patients.

*Please contact Brenda if you have a concern or query: she is on bleep 1866*

### CVP lines – teaching session

Amme Wood and Debbi Atkinson did a teaching session on the setting up and use of CVP monitoring lines.

### Outlying into Gynaecology

Deirdre Rodgers and Glynis Hamer attended to talk about issues related to outlying DMOP patients into gynaecology. The problematic issues for gynae were:

- Equipment (mobility aids and continence supplies)
- Complex discharges:
  - attending meetings
  - planning discharge services
  - not knowing who to contact
- Understanding the documentation

The things that helped were:

- Early identification of outliers
- Matrons' visits
- Good transfer information

It was decided that there should be a 'task and finish' group to look at devising a handover template that provides the information needed by gynae and urology for DMOP patients. KB will organise group. Members to be:

- Sr Glynis Hamer (Gynae)
- SN Eileen Campbell (Gynae)
- Rep from DMOP
- Rep from Urology

Action

KB

**Patient Feedback survey**

Cedar ward has piloted the survey. The feedback has been extremely good and useful to identify the things that really matter to patients

**Items from Sisters for Discussion**NHSP

KN and Emma Doncaster expressed concern about problems with NHSP. These were mostly related to

- staff not turning up.
- staff refusing to move wards

KB will highlight to Julia Farmer and invite her to a Sisters meeting

KB

Patient Flow

Julie Turk highlighted how difficult flow has been in the last few weeks and asked that the teams focus on:

Accurate predictions of discharges

Early flow

Communicating with Julie's team

**Filling in the new bedstates** (very important)

*It was thought that sometimes the CSM's thought that rehab beds were acute ones so it is crucial to put this information down*

The group wondered if there could be some work go into explaining to patients and relatives the importance of timely and early discharge. KB will ask Comms department

KB

HR

Julia Lake asked if HR could offer more support with HR documents and processes. KB will speak to Brenda Gould

KB

SMH night bleep holder

CJ expressed concern that the DMOP bleep holder is often called to attend people who arrive at Maternity reception. These people can be very ill and the group wondered if the on-call SpR could be involved in assessing them. KB will discuss with Julia Barton who is undertaking work on out of hours cover at SMH

KB

DNAR red forms

There was general concern that doctors are not filling these in when a decision is made, leaving nurses in a very difficult position when a patient arrests. KB will discuss with Ann Dowd

KB

**Time and date of next meeting**

13.45 – 16.00 December 17<sup>th</sup> 2008

QuAD Centre, QAH

Portsmouth Hospitals **NHS**  
NHS Trust

Division of Medicine for Older People

**SISTERS FORUM**

**November 19th 2008**

**Trevor Howell Day Hospital Dining Room, SMH**

**13.45 – 16.00 pm**

1. Networking
2. Minutes of last meeting and matters arising – Gill Gould
3. Hampshire OT services triage system – Rachel Eckford
4. Discharge planning – Gill Gould
5. Items from Sisters for discussion
6. Date and Time of next meeting. December 17<sup>th</sup> 2008, QuAD centre, QAH