

2. 4th SOI.

Fareham and Gosport **NHS**

Primary Care Trust

Clinical Managers Meeting Wednesday 10th December 2003
1 pm – 3 pm Small Meeting Room

Present: Toni Scammell
 Yong Pease
 Alison Grant
 Gill Hindson
 Val Webb
 Philip Beed
 Lorraine Bleakley (Student)

- 1. Apologies:** Fiona Nunn
 Helen Russell

Fiona Cameron - Director for Nursing and Clinical Governance was present at the meeting and discussed her role and asked those present what they expected of her during ward visits and on a day to day basis. It was decided that she would visit a clinical area for a shift and be part of that nursing team. Another suggestion that came out of the discussion included a "Nursing Day" which could be a combination of information giving and sharing best practice.

2. Staff Focus

- 2.1 Nursing Strategy - TS updated those present on the recent status of the strategy and drew attention to some advance notice dates which all staff can attend to find out more.

- 2.2 Critical Incident - Following recent incident on Dryad the PCT has reviewed the procedure for Managing and Communicating Critical and Serious Untoward Incidents. There are 3 templates, but TS explained that only Form A needs to be used by Ward/Dept staff. Each template applies to During and Out of Hours. TS also clarified the times to which both applies.

During hours - Mon - Frid. 9 am - 5 pm
 Out of hours - 5 pm - 9 am Mon - Frid
 Sat and Sun
 Bank Holidays

It is important that actions are written down as they could be scrutinised both within PCT and by external agencies, even possibly Police and Courts.

- 2.3 Conversion Course - There are new arrangements which have just been finalised for conversion courses from March 2004. Courses will be provided locally by University of Surrey and will have 2 entry points March and Sept. It is strongly recommended that potential candidates sign up for a Study Skills Course because students will finish at Diploma level. Next course February 16th and will run for 10 weeks.

3. Quality Improvements

- 3.1 GH informed those present of the dates for the next benchmark which will be Privacy and Dignity. Initial meeting booked 2nd January 3 pm - 4 pm - venue to be agreed.
Comparison Group Meeting 4th February 2 pm - 3 pm venue to be agreed.
- 3.2 Cannulation Training – Training is being arranged for early next year. Dr Alison Allan has agreed to undertake initial training day and then competencies will be completed in the Theatre at Haslar/QAH/or St. Mary's Hospital. There are 10 spaces, names to TS **ASAP**, staff must have completed University day first.

4. Information

4.1 HOD's

Support Service Issues

- a. League of Friends raised £1700 at Christmas Fair. Thank you all for your support.
- b. A Floor Audit will be taking place across the Trust, looking at all flooring potential for replacements.
- c. There have been 8 false fire alarms recently due to toasters. CM's asked to ensure that Domestic cleaners clean toasters daily, removing any crumbs. It has cost 80 million across the country for call outs to false alarms.

Medical Records

New Receptionist has started called **Code A**
Interviews for **Code A**'s job to be held on 17th December 2003.

Personnel

Working Time Directives are being audited, it will be a Tick Box Questionnaire. Staff are encouraged to complete because it is about protecting them especially those who work extra hours outside the PCT.

Sickness Levels

The PCT are showing as one of the highest in the country, the problem is short-term sickness. Charlotte Solway is planning workshops in January, all Managers to attend.

Personnel Dept.

Moving to Fareham Reach in the New Year, will circulate date when known.

CSMT

Programme for Disability Discrimination Act Audit taking place across PCT. They will be visiting:-

GWMH on 18th/19th December
Coldeast " 11th/12th/13th December

Patient Involvement Baseline Questionnaire

This information sent to Wards/Dept previously, it is about how we use patients in influencing our services.

Information to be returned to Jan Peach by 29th December NOT MARTIN COOMBES
as on information sheet.

St Christopher's Interim Project

Board did not make a decision on options, cost ranged from nothing to 5 million.
JP and RS working on some short term projects. £35,000 is being spent on redecoration,
plans will be discussed at next board meeting in January 2004.

5. Any Other Business

- a. TS handed out training requests that have now been sent to Bob Smith.
- b. Congratulations to Sultan Team for winning Team Hand Washing Audit and Clare Moss in OPD who won highest score overall.
- b. All Risk Assessments to be returned to Caroline Harrington by 12th December and copy to JP.
- d. TS has booked 10 places on LCO programme at PHT from April next year. The course is run for 3 days and there are dates in April/May/June/Oct and Dec. TS suggested F grades to be allocated the space and all agreed.

6. Date and Time of Next Meeting – Wednesday 7th January 2004 - 1 pm – 3 pm
Small Meeting Room.