

**Code A - PA (Nursing & Clinical Governance)**

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**From:** Code A - PA (Nursing & Clinical Governance)  
**Sent:** 02 November 2004 15:04  
**To:** Neil Stubbs - Operational Director; Sue Crane - Education Adviser; Ben Smith - Contracts & Compliance Monitoring Officer  
**Subject:** HSE Improvement Notice joint Implementation Group Meeting - 29/10/04  
**Importance:** High

Dear All

Attached are the minutes of the above meeting.

**Code A**

*PA to Director of Nursing & Clinical Governance*

*Fareham & Gosport Primary Care Trust*

Contact Tel No: **Code A**

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**MINUTES OF A HSE IMPROVEMENT NOTICE JOINT IMPLEMENTATION GROUP  
MEETING HELD ON 29/10/2004 AT 14.00 - 15.00 IN MEETING ROOM, FAREHAM  
REACH**

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**Present:**

Fiona Cameron, Director of Nursing & Clinical Governance  
Neil Stubbs, Operational Director - Elderly Services  
Sue Crane, Education Adviser  
Ben Smith, Acting Risk Manager

Fareham & Gosport PCT  
East Hampshire PCT  
Portsmouth City PCT  
Portsmouth City PCT

Item Number	Item	Action
01/04	<p><b>HSE Improvement Notice – Final Action</b></p> <p>This was agreed by those present with the exception of Action Number 9.</p> <p><b>Action No 9</b></p> <p>Fiona to check with Caroline re the method used in Fareham &amp; Gosport in relation to Risk Assessment of Hoist Slings and pass this to Sue Crane and Neil Stubbs for use in Portsmouth City and East Hampshire. Once this is agreed the Action Plan can be updated to indicate that East Hampshire and Portsmouth City are progressing this.</p> <p><b>Action No 12</b></p> <p>Fiona to add that the procedure outlined in the far right column applies to NHSP as well. In addition, the prototype passport should be indicated on Item 4 and 6. It was agreed that Fiona would update the Action Plan following confirmation from East Hampshire and Portsmouth City and this could be sent to Nina Judkins by the middle of November.</p>	FC

Item Number	Item	Action
02/04	<p><b>Action Plan for Revived Improving and Handling Training</b></p> <p>The revived programme was agreed by the three PCTs and the likely cost to the PCT identified as £600 per annum in relation, particularly, to Estates staff training. There was some discussion as regards to who was to pick this up. However, it was agreed that this would not prevent the Action Plan from being implemented. It was agreed that Neill would pull together a meeting reconvening the Manual Handling Review Group, with a view to their managing the implementation of the Action Plan. Sue will work with staff to identify scenarios and proposes a forty-minute session at the Manual Handling Review Group meeting to induct staff in their use. Ben agreed to send Fiona a copy of the prototype passport. Fiona agreed that she would ask Mandy to get a price for the development of this across the PCTs.</p>	<p><b>NS</b></p> <p><b>SC</b></p> <p><b>BS</b></p> <p><b>FC</b></p>
03/04	<p><b>Date and time of Next Meeting</b></p> <p>No further meetings of this group were booked as the on-going Implementation of this will be handed over to District Wide Manual Handling Review Group.</p>	<b>NS</b>

SC/MS/FC 29/10/04.

No 9 check 'c' Caroline  
re audit + checklist

No 12 same procedure. per NHS P.

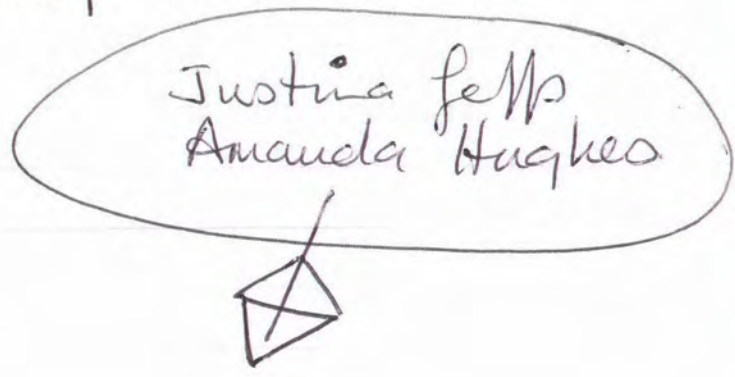
Add prototype passport  
(4) + (6)

Mandy  
printing

passports

↓  
discuss @ meeting

# Action plan      Implementation



Induction - scenarios      SC

~~Lesson~~      ↓

40 minute session      SC

meeting      ↓  
↑  
MS

