

*General
Office*

**MINUTES OF MEETING OF GOSPORT HODS HELD ON
29/11/96 AT GWMH**

PRESENT

Barbara Robinson
 Sue Hutchings
 Val Nicholson
 Ann Honey
 Betty Chandler
 Betty Woodland
 Ian Latimer
 John Allen
 Sandy Lewis
 Sue McConnell
 Rosemary Paxton
 Sue Proudfoot
 Anne Stewart
 Joan Lock
 Jerry Clasby
 Steve Chilcott
 Anita Tubbritt
 Margaret Couchman

APOLOGIES

Gill Hamblin
 Gill Hindson
 Geoff Saunders
 Wendy Ford
 Sheelagh Joines
 Patrick Caroll

Jo. ✓

Mandy ✓

libby ✓

Elaine ✓

1 **Minutes of the meeting held on 31/10/96 were noted and agreed. Maria Lowman's baby was born on 30 October - Not November as stated.** **ACTION**

2 **Matters Arising**

- a) **Staff Opinion Survey - Action Plans to be handed to BR ASAP**
- b) **League of Friends Autumn Fayre raised £1,632 - thanks were extended to all who helped.**
- c) **Remembrance Sunday - Thanks to Rosie Paxton and Mediguard**

3 **Information Exchange was distributed and discussed.**

Key Points

- Furniture replacement EMH - Summervale House moving to new Villa at Coldeast on 14 Dec.
- Instrument replacement therapies - Podiatry

- Physiotherapy Para Bath - Thought to be St X's
- Cubicles for Infection Control at ST X's - MRSA patients can now be nursed at St X's instead of being transferred to GWMH
- New Accident/Incident Forms - been piloted at GWMH. Training will be given. Start to use in Jan 1997. Helen Bowers will give extra help in new year if required.
- Organisational Changes - will go ahead April 1997, although GP beds, Minor Injuries, Eld Medicine, EMH will remain the same under Bill Hooper.

ACTION

4 Management of Absence - Steve Chilcott

Absence Statistics were handed out to HODS. As a Trust our absence record is poor. Managers were asked to monitor absence particularly uncertificated leave as this is steadily rising. HODS to see and speak to staff on their return (even if only one day taken). Make this a high profile within Teams but handle with sensitivity.

5 Christmas

The Mayor will be visiting GWMH on 24 December at 2.00pm. Blake Ward will be included. All HODS are invited to tea with the Mayor on Daedalus Ward at 3.30pm.

6 Continuing Care Beds

A paper has been written on under use across the Division. We are now achieving our correct allocation. BR attending a meeting to discuss problems.

7 Pay

Travel Claims etc. MUST be in finance's hands by 6 December in order to be included in Decembers wages payable on 23 December.

8 Trust Package - Pay and Conditions

- a) 800 staff were now employed under the Trust terms and Conditions
- b) Performance Increments - guidelines to be written for next years pay awards.
- c) Increments will automatically be paid. Staff not performing well will not be entitled to annual increment.

- d) Any problems relating to Trust Package in recruiting staff to be reported to Sue Hutchings who will take the evidence to R Kopecek
- e) Advertising - although the Whitley Grades can now be mentioned within an advert, the name Whitley cannot be named.
- f) When stating pay please put minimum wage and Up to max to save confusion
- g) Personnel will be holding a Workshop next year for guidance on which spine pay point staff should start employment on
- h) Portsmouth Hospitals Trust are not employing staff on a Nights Only basis.
- I) Sarah Elliott is re-designing Nursing Bank Claim Form - also new Bank Staff are employed on Trust terms.
- j) Betty Chandler queried the bonus for typing skills. The Trust package does not include this but is 3% higher to allow for this. Betty reported that all her secretarial staff would be financially worse off if they changed to the Trust contract.

10 Away Day - 4 February 1997

The purpose of the Away Day is to review the Trust Business Plans and their relevance to GWMH. Also to look at what we have achieved during the past 12 months. Jane Parvin will facilitate.

Key Objectives will be discussed and set for GWMH so we are "on line" for January 1997.

The venue was discussed - Coldeast Library is a possibility. HODS to note the date 4 February 1997.

11 Risk Assessment

BR asked that internal Risk Assessments should be a regular Agenda Item. Concerns were raised that risks, although identified were not acted upon. BR is to be informed if any are NOT actioned. Large risks are to be taken to the Trust for financing.

It was suggested that a simpler form could be devised locally, but HODS appeared quite happy with the format.

12 Team Objectives/Appraisals

ACTION

Team Objectives to be handed to BR ASAP.
All appraisals to be completed before March 1997.

**13 Manual Handling - We are to use local training for Manual Handling
Attached is update on Manual Handling Review**

14 EPP1's - Still need to be completed and sent to BR for processing

15 Support Service Managers Items

- a) **Telephones - An itemised bill has now been checked and it has been highlighted that private calls are being made regularly. In future any private calls are to be put through to the switchboard so they can be timed and charged. All staff members must be made aware that checks are being carried out and all calls can be traced.**

Vodaphones are only to be used in an emergency as the cost for this type of call is extremely high.

16 Catering Supervisors Items.

- a) **Dates for showing of Hygiene Course Video are attached.**
- b) **All staff who are involved in handling food MUST hold a Hygiene Certificate - there are NO exceptions!!**
- c) **Mince pies must be collected and paid for by 23/12/96**
- d) **Hospital Dance - tickets must be paid for ASAP**

17 Any Other Business

- i) **Christmas meals for staff and relatives - RP to check with Geoff and inform staff**
- ii) **Sue McConell stated that a memo had implied the car which was broken into had been parked in a Consultant parking space - it was parked in a normal space. RP reported that cars were more vulnerable when parked in Consultants spaces and that was the point she was trying to put across. Staff advised not to leave valuables/bags etc inside cars.**

RP

Video surveillance cameras were requested.

- iii) **The re-cycling of waste paper and cartons etc to be looked into**

RP

iv) **Fire - John Snowden, Fire Safety Officer has requested names of Nominated Fire Officers within the Hospital. After a general discussion it was agreed that Minor Injuries would not be required on the rota. Names to be given to Val Nicholson ASAP. Training would be given at a later date.**

VN

v) **Ann Stewart requested information on List of Abbreviations - Sue Hutchings is dealing with this and will report back.**

SH

vi) **Sphygs do not require cleaning every 18 months - 3 yearly is adequate.**

vii) **New Staff**

- **Ronnie Purssey is joining the A/C Team from Monday 2 December and is secretary to Rosemary Paxton and Betty Chandler. Working pm in Lyn Pengelly's office.**

- **Beverly Townend has been appointed Full time Medical Records supervisor from Dec 16 working from Betty's office in Medical Records.**

- **Adrian Podesta is joining the Redclyffe House Team as Deputy Charge Nurse from 16 December**

ix) **The Bank Nursing staff list is to be up-dated.**

x) **Diabetic Conference - 17/12/96 9.00am - 4.30pm**

Sue Hutchings reported that if 10-12 people were to attend this we could recoup the funding. Different workshops were being held and if various staff members attended they could feedback to Departments.

SH

Sue Hutchings has the details.

16 Date and Time of next meeting - 30 January 1997 at 12.30pm in Seminar Room

NB There is no HODS meeting in December

BR wished all HODS a happy Christmas

November update on Manual Handling Review

A sum of 120k has been allocated non-recurringly to action the priorities identified in the review.

This has been allocated as follows

Training materials	4
Priority replacement equipment	7.5
Secondment of equipment specialist (to oversee tender, data base and survey	5
Compliance with hazard warning	6
Multi glides	28
p.c. for data base, software, wiring	5
printing and distribution policies and launch	5
Maintenance this year	7
slings, hoists and scales on hoists	49
Reserve for regrading advisers this year	3

The personnel specialist team will be asked to carry out an evaluation of the grade of the current manual handling advisers.

Recurring money will need to be agreed and allocated next year for the following-

3rd advisor
 comprehensive service contract
 shortfall in funding equipment specialist
 regrading costs of existing staff
Total recurring cost 65k

The manual handling review group will oversee the above actions.

Hedg

League of Friends Autumn Fair.
Saturday 16th November 1996.

Entrance	75.78.
Raffle (Basket)	16.40
Raffle (Cake)	15.10
Bric-a-Brac	69.40
Bring & Buy (Hospital)	63
Jams & Preserves	379.20
Toys & Gifts	73.02
Bring & Buy	94.57
Home Made Crafts (Med.Records)	141.60
Clothes	16.33
Cakes & Baby Clothes	
Blake Maternity	100.25
Logo	56.10
Draw	272
Flower Arrangements	12
Hospital Gen.Office	95.81
General Bric-a Brac	
Sultan	46.07
Tombola Dryad	84.40
" Truck	15.10
" Teddy Bear	6.30
	<u>1632.43</u>

Outgoings on day.
1st Prize £50.
Gratuity £10.

Draw Ticket previously banked
£21.
Cost of printing draw tickets
£69.

OCTOBER 1996

<p>PORTSMOUTH HealthCare TRUST</p>	INFORMATION EXCHANGE MAIN POINTS	
Name of Manager Responsible Name of Group, e.g. ward/team	Tony Horne O.M.G.	Organisational Level Unit/Division/Locality/Department/Team

MAIN POINT	COMMENTS AT MEETING
<p>1. <u>PERFORMANCE</u></p> <p>1.1 <u>New Appointments</u></p> <p><u>Senior Fire Safety Adviser</u> - John Snowden (ex Senior Fire Services Officer) has been appointed to this post and will start on 4 November 1996. He will be contactable via the Estates Department (extension 4028).</p> <p><u>Energy Officer</u> - Mike Cummins (currently Chargehand Maintenance Fitter) will be assuming the role of Energy Officer - enabling John Woodgate (Works Officer - Operational) to concentrate on operational issues/ Electricity At Work Act requirements.</p> <p>2. <u>DEVELOPMENT</u></p> <p>2.1 <u>Works and Equipment</u></p> <p>£½m approximately of non-recurring funds have recently been released for priority works and equipment purchases including:</p>	<p><i>Starts on Monday -</i></p>

MAIN POINT	COMMENTS AT MEETING
<ul style="list-style-type: none"> • £250k - priority works expenditure (see attached) • £150k - divisional priorities • £60k - various clinic upgrades <ul style="list-style-type: none"> (Dental - Somerstown/Havant Health Centres) (Podiatry - Hayling Health Centre) (Physiotherapy -Havant) • £50k - Medical Loans/Continence products • £20k - SCIP Training - AMH <p>2.2 <u>Purchasing For Health 1997/98</u> The Health Authority has recently issued for consultation, its purchasing plan. This sets out its intentions for services changes and developments for the forthcoming financial year.</p> <p>Copies of the document have been widely circulated within the Trust and we will be producing a Trust response by the end of December (the deadline date for comments).</p> <p>3. <u>QUALITY</u></p> <p>3.1 <u>Security Review</u> Following from the risk assessment work and Health & Safety Inspectorate Visit Report, we have commissioned a security review.</p> <p>This is to be undertaken by Crime Concern - a national not-for-profit crime prevention organisation. The brief is to:</p> <ul style="list-style-type: none"> - Consider security problems and risks - Assess current security arrangements 	

MAIN POINT	COMMENTS AT MEETING
<p data-bbox="257 288 1120 320">- Develop Trust-wide and site specific recommendations for action.</p> <p data-bbox="257 368 1198 440">The work will commence shortly and will be completed within the current financial year.</p> <p data-bbox="257 488 707 520">Information is to be obtained from:</p> <ul data-bbox="257 568 1198 746" style="list-style-type: none">- Document review- Consultation with staff and local police representatives- Visits to a sample of sites (including St James; Gosport War Memorial; Dunsbury Way/Orion Centre; Havant Health Centre; Cavendish House; Community Houses).	

PORTSMOUTH HEALTHCARE NHS TRUST

Estates Non-recurring bid - 1996/97

Additional Funding approved as at September 1996

<u>Ref.</u>	<u>Location</u>	<u>Description</u>	<u>Approved</u>
1	PHCT	Flooring - H/S	£20,000
2	PHCT	Legionellae/scalding	£50,000
3	St. James'	Fire Escape replacement - Foxliegh & Hambrook	£14,000
4	Battenburg Ave	Heating Controls	£7,500
5	Blackbrook Mat.	Roof repair	£1,000
6	Hill Park Clinic	Heating system	£4,000
7	PHCT	Redecoration programme (external)- Osborne Cl., West Lodge, Church Rd., Kirby Rd.	£20,000
8	PHCT	Redecoration programme (internal) - GHC, St. Christophers	£50,000
9	PHCT	General - road / path repairs / landscape works	£18,000
10	Cosham HC	Carpark/drainage repair	£1,000
11	Petersfield Hosp.	Clean ducting	£5,000
12	Portchester HC_	Duct cleaning and insulation	£3,000
13	St. James'	Carpark/drainage repair	£1,500
14	Houses	General repairs	£10,000
15	PHCT	Catering - Equipment	£5,000
16	St. James'	Roof repairs - Kitchen corridors, Solent plus others	£10,000
17	St. James'	Dining Room upgrade/equipment replacement	£2,000
18	FHC	Lift - overhaul	£5,000
19	Rowner HC	Boiler control	£3,000
20	PHCT	Dishwashers - Jubilee, Petersfield	£20,000
21			
22			£250,000

PORTSMOUTH HEALTHCARE NHS TRUST

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INFORMATION EXCHANGE MAIN POINTS: 29th October 1996

DIVISIONAL EXCHANGE

Name of Manager responsible: **Mr W M Hooper, General Manager, Organisational level**

Name of group e.g., Ward/Team **Fareham/Gosport Unit/Division/Locality/Department/Team**

MAIN POINTS

1. Coldeast

- **Catering** - With the closure of the main hospital kitchen, 'The Meadows' kitchen has now taken on extra responsibilities to assist with catering on site for the remaining patients within the villas.
- **Summervale** - Work has now commenced on Mercury Villa to upgrade the accommodation so that Summervale Elderly Mental Health Continuing Care clients can transfer before Christmas into their new accommodation.
- Catering for this unit is now being done by St Christopher's Hospital kitchen.

COMMENTS AT MEETING

NB. If you think that the comments made at the meeting would be information to another team/group/person photocopy the form and send it to the relevant person

INFORMATION EXCHANGE MAIN POINTS - CONTINUATION SHEET**MAIN POINTS****2. Staff Opinion Survey**

Each department will now have discussed the review with their manager and agreed an Action Plan for areas requiring further follow-up.

3. Pest Control

With effect from 1st October 1996 the contract for Pest Control will be via the Estates Department and **NOT** via Rentokil.

Please telephone all pest problems to:-

01705 894417

until further notice.

4. Dental Health Promotion

Funding has been approved for Dental packs to be issued via the Health Visitors on their 8 month checks to targeted population areas, starting on 1st November 1996.

NB. If you think that the comments made at the meeting would be information to another team/group/person photocopy the form and send it to the relevant person

INFORMATION EXCHANGE MAIN POINTS - CONTINUATION SHEET

MAIN POINTS

5. Needlestick Injuries

Will all departments review their procedures for staff reporting Needlestick incidents; that the correct procedure is followed and that contact is made *immediately* with the G.U. Medicine Department, **Telephone Number 01705 866767**

If the incident occurs outside normal working hours, the switchboard will give the On-Call G.U. Medicine personnel for advice.

Notification to **Jill Sadler, Occupational Health Manager.- 01489 575977** is also mandatory within the Division.

6. Equipment Purchase

Divisional non-recurring funding has been allocated to purchase:

- 1. Air conditioning unit, Dental Waiting Room, Fareham Health Centre**
- 2. Summervale armchairs**
- 3. Heaf Guns, School Health**
- 4. Baby Scales, Western Wards**
- 5. Rollameters, Children's Services.**

COMMENTS AT MEETING

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INFORMATION EXCHANGE MAIN POINTS - CONTINUATION SHEET**MAIN POINTS**

The Divisional list of outstanding equipment replacement, will be reviewed 1st November 1996 as further non-recurring funds are expected to be released to the Division.

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