

General Office

Elaine ✓

Jo ✓

Libby ✓

Mandy ✓



**MINUTES OF MEETING OF GOSPORT HODS HELD ON 26 SEPTEMBER 96
AT GWMH**

PRESENT

Barbara Robinson
Sue Hutchings
Val Nicholson
Geoff Saunders
Betty Woodland
Betty Chandler
Ian Latimer
Gill Hamblin
Sheelagh Joines
Fiona Walker
Katy Mann
Sandy Lewis

APOLOGIES

Sue McConnell
Rosemary Paxton ✓
Sue Proudfoot
Ann Honey
Maria Lowman
Jerry Clasby
Anne Stewart
John Dunne

ACTION

1 **Minutes of the meeting** held on 24 July were noted and agreed.

2 **Matters Arising**

2/96 a GOSDOC - No problems with GOSDOC, both GP's and staff pleased with the way it is working. Discussion is taking place with regards to extending it to evenings 7.00pm to 10.00pm and Bank Holidays.

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

Key Points

Confirmation of Mike Townsons post with IT for 3 days and Community for 2 days.

Occ Health move - details attached.

We are well on line with Activity levels and on line to meet end of year targets.

New Management Structure

- Paula Turvey will manage Primary Care
- Neil Stubbs will manager AMH

These services will be managed Trust wide rather than on a F/G local basis from April 1997.

- Gill Sadler will manage Occ Health (Trust wide) from October 1996
- Other Services will remain as they are - for the moment!!!

	Health and Safety Action Plan - still in draft form. (Defib has been ordered for Phoenix Day Hospital)	ACTION
4	<p>Investors in People</p> <p>BR requested that all Managers complete their Team Objectives before the next HODS meeting. They should be Simple/Measurable/Achievable.</p> <p>HODS were asked if they had all been to one of Bob Smiths Objective Training Sessions. If not we could arrange for Bob to hold one at GWMH</p> <p>Hods were also asked of they had all seen a copy of the Personnel Training list. Speak to Wendy Jordan at Div HQ, St X to book any of these sessions.</p>	
5	<p>Staff Opinion Survey</p> <p>BR has drawn up a list of questions relating to the results of the Staff Opinion Survey (attached). HODS to discuss with staff and define any problems.</p>	
6	<p>Nutrition/Catering</p> <p>After recent press report of malnourished patients all Departments were being asked to look into any problems. After a general discussion the following was agreed ;</p> <ul style="list-style-type: none"> - patients are weighed regularly and their weight noted on Care Plan - each Ward has a nutritional plan; - staff are aware of what/whether patients are eating; <p>On the negative side</p> <ul style="list-style-type: none"> - EMH were having problems with dietitian as funding had not been included within the contract. - Soft diet for elderly was poor - Lunch too close to breakfast <p>GS to discuss with Wards and see if any changes could be made.</p> <ul style="list-style-type: none"> - Puree could be made more attractive (new dishes on order) Although no problem identified with choice of pureed food. - Speech Therapists have not agreed thickness for pureed foods. BR to discuss with Dietitan. - Books on diets now out of date 	<p>BR</p> <p>GS</p> <p>BR</p>
7	<p>Consumer Satisfaction Survey</p> <p>Discussed - Most problems relate to parking!! Results to be sent to Rosemary Salmond.</p>	

8	<p>Risk Analysis</p> <p>BR asked if there was anything we needed to do immediately.</p> <p>SH has asked Ward to identify problems</p> <p>BC requested trolleys to transport heavy boxes used by her staff. Also identified problems with lifting them.. GS to check if Coldeast have any old bobcat trolleys</p>	<p>ACTION</p> <p>GS</p>
9	<p>Training Records T1/T2</p> <p>New T2 Form to be distributed for information. General Office to hold supply. T2 Forms to be used for on site or routine training.</p> <p>A Training Form must be completed before any training is agreed. HODS were reminded that the training must be evaluated for appropriateness and an Action Plan agreed to put the theory into practice.</p>	
10	<p>Women and Health Report - to be circulated.</p>	
11	<p>Supplies Procurement - A Document re the service given by Supplies Department was under discussion by the Trust. If departments felt they could obtain goods at a more competitive price they could do so, although on legal matters/returning goods etc the Supplies Department do look after our interests.</p>	
12	<p>Travel Expenses - details re insurance have been sent out.</p>	
13	<p>Sickness Absence - All HODS appeared to have sight of the "read out" on staff sickness</p>	
14	<p>Support Service Managers Items</p> <p>Details of stalls and names of helpers were requested for Christmas Fair to be held on 16 November 1996. Helpers are needed to set up, man the stalls and pack away. Volunteers to give names to Rosemary Paxton stating which they would prefer to do. Geoff Saunders suggested that books are sorted out by volunteers beforehand.</p> <p>Laundry - After a discussion it was suggested that a meeting is held with Rosemary Paxton/Laundry Manager and all HODS who are experiencing difficulties with shortages of laundry. Geoff Saunders, Gill Hamblin and Betty Woodland identified problems.</p> <p>X-Ray Upgrade - After a discussion it was decided that the Wards should keep the umbrellas now provided for use during the X-Ray Upgrade as patients are usually taken from Departments by staff not Porters.</p>	<p>RP</p>

It was pointed out that in the event of an accident to either patients or staff
The legal implications could be difficult as officially porters should be
called to transport patients within the Hospital.

ACTION

All HODS were asked to bear this in mind in future.

15 **Catering Supervisors Items**

The staff Christmas dance will be held at HMS Sultan on Saturday 7 December

16 **Any Other Business**

- a) Details of Remembrance Sunday were discussed.
 - b) Sue to ask Anne Stewart if she will lay the wreath for the Hospital. SH
 - c) Christmas Day was discussed briefly.
 - d) Rosemary Paxton to arrange for Salvation Army/Bay House
orchestra/choir to play/sing. RP
 - e) Community Health Council will be visiting GWMH on
23 October at 2pm. They may ask questions.
 - f) MSE Users Group - Sue Hutchings attends and minutes are circulated
any issues take to Sue.
 - g) Betty Chandler has been given the go-ahead to advertise for a deputy
to replace Helen Chamberlain when she retires
 - h) Sheelagh Joines requested that when patients were taken through
Daedalus Ward into the courtyard she was informed/asked
 - a) as a matter of courtesy
 - b) staff were aware that patients were outside as on occasions
patients had been left on their own and Daedalus were not aware
of where they had come from.
 - i) Ian Latimer reported that all the new equipment was now in the Physio
Department and in working order. There followed a brief discussion on
Physio equipment being used by the Wards and maggots were
brought into the conversation!! After a general discussion it was felt
that maggots would not be housed in the Hospital!!
- Congratulations were then passed on to Patrick Carrol for the launch of
his possible new career as a photographic model! Val Nicholson put
her name forward to becoming his agent should he need one in the future.
- j) Lizzie Howe - Trident student was introduced.

17 **Date of next meeting - 31 October 96, 12.15 in the Seminar Room**

<p style="text-align: center;">PORTSMOUTH HealthCare NHS TRUST</p> <p style="text-align: center;">DIVISIONAL EXCHANGE</p>	<p>INFORMATION EXCHANGE MAIN POINTS: 25th September 1996</p>
	<p>Name of Manager responsible: Mr W M Hooper, General Manager, Organisational level</p> <p>Name of group e.g., Ward/Team Fareham/Gosport Unit/Division/Locality/Department/Team</p>
<p>MAIN POINTS</p> <p>1. <u>Update</u></p> <p>Confirmation that Mike Townson, Chief Podiatrist, will be joining the Information Technology Services, St James' Hospital, on a permanent basis three days per week and be dealing with Customer Care issues.</p> <p>2. <u>Reminder</u></p> <p>Staff writing articles for national journals are reminded that they need to be checked with their managers before being sent off for publication.</p> <p>3. <u>Occupational Health Move</u></p> <p>Effective from 16th September 1996, Jill Sadler and her team have transferred from the Coldeast Hospital accommodation to 'H' Villa on Coldeast site and remain on the same Coldeast telephone number for communication.</p>	

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

3. Occupational Therapy move

Effective from Friday 13th September 1996, *Dympna Swinney*, Occupational Therapy Manager, Adult Mental Health, will be based at The Mansion, Coldeast Hospital.

Telephone Number:- 01489 584561 Ext 302

Mobile Number:- 0973 684875.

4. Supplies Stock Requisitions

Due to postal, both internal and external, Supplies have requested that requisitions are given sufficient time to reach Supplies so that they can be picked and delivered on the normal routine Supplies delivery to departments.

5. Staff Property/Security

Unpleasant as it is, staff theft from lockers is occurring in certain departments. Please be vigilant and 'challenge' unknown persons/staff in restricted areas.

Mediguard have been asked to support departments in security of premises.

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

6. Retirement

Jean Wylie, Speech Therapist Fareham, is retiring from the Service on 30th September 1996.

We wish her "All the very Best" in her retirement and thank her for her many years of support to the Division.

"Best Wishes Jean!"

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.

STAFF OPINION SURVEY

ACTION PLAN QUESTIONNAIRES

- 1 How can the ward/department make improvements within existing resources?
- 2 How can waste be kept to a minimum in the ward/department?
- 3 Which staff do not feel they have the authority to do the job and how can this be addressed?
- 4 How can things be improved so that staff can have frank and open discussion with their Managers?
- 5 What can be done to prevent sexual harassment in the ward/department?
- 6 Has everyone had an appraisal and received objectives and a Personnel Development Plan?

Are there members of staff who have not received adequate training?

What needs to be done?
- 7 How can we address the problem that many staff do not feel that they are treated with dignity by their immediate Manager?
- 8 30% do not have confidence in their immediate Manager - Reasons?
- 9 Only 27% of staff feel that the Trust has established an identity with staff?
What can be done to improve this?
- 10 Are all staff now given the chance to attend a monthly staff meeting to receive Information Exchange?
- 11 Appraisals for every member of staff. What else is needed to achieve this?

Portsmouth HealthCare NHS Trust
MEMORANDUM

From

Jill Sadler, Occupational Health Manager

Ref

AJS/AMB/ohrm

To

General distribution

cc

24 September 1996

YOUR OCCUPATIONAL HEALTH DEPARTMENT HAS MOVED

Please note we are now based at **No 19 COLDEAST WAY, (HASLAR VILLA)**, on the Coldeast site (3rd building up from Main Entrance on left hand side). Our telephone number is (01489) 575977. We can also still be accessed through the Coldeast Switchboard on (01489) 574241. **Extension 274.**

Please give us a ring if you need further information about our move - or why not call in and see us in our nice new premises!

Also please note that Rose Lake, Handling Adviser now has an office up here in the department. She has her own telephone number and answering service on - (01489) 576311.

Jill, Rosie, Carolyn and Ann

SEPTEMBER 1996

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

MAIN POINT	COMMENTS AT MEETING
<p>1. <u>PERFORMANCE</u></p> <p>1.1 <u>Contract Performance</u> The recorded activity levels achieved in the first four months of the financial year (April-July) and across all contracts indicates we are currently comfortably on line to meet our contractual targets.</p> <p>As ever there is variability between services and some adjustments required but overall Finished Consultant Episodes, Outpatient Attendances and Face to Face Contacts are above our target for this time of the year and reflect the perception of a busy first four months.</p> <p>2. <u>DEVELOPMENT</u></p> <p>2.1 <u>The Trust's Annual Public Meeting/Annual Report</u> The Annual Public Meeting is due to take place between 7.30-9.00pm on Thursday 26 September 1996 at The Auditorium, IBM Northarbour, Cosham. Copies of the Annual Report for last year will be made available via Managers, as last year.</p>	

MAIN POINT	COMMENTS AT MEETING
<p data-bbox="197 288 1173 357">2.2 <u>Management Arrangements Changes (AMH/Children's Services/Community Nursing)</u></p> <p data-bbox="293 363 1234 655">For the past few years these services have been managed within the three locality management divisions. However, more and more as contracting has gathered momentum, there has been a growing need to co-ordinate standards, access, practice, funding and staffing across the Trust as a whole. It is felt that the time is now right to review the balance between locality and contract/care group management for these services. It is therefore proposed to manage them on a Trust-wide basis. This would mean:</p> <ul data-bbox="293 703 1234 1078" style="list-style-type: none"> <li data-bbox="293 703 1234 887">• Transfer of operational management responsibility for Child Health and Community Nursing Services in F/G and H/P to the City division from an agreed date. This could occur with minimum disruption for staff or services. Paula Turvey would then be the general manager for these services/contracts, with Liz Ross and Judith Goodall reporting to her. <li data-bbox="293 927 1234 1078">• A similar transfer for AMH and Substance Misuse Services from F/G and the City to H/P division - Neil Stubbs becoming general manager for those services/contracts with Annie Coulson and Janice Romer reporting to him, again with minimum disruption for staff or services. <p data-bbox="293 1118 1234 1222">This proposal is now out for consultation, the Contract Lead Groups are being asked to test out opinions on it. Please let the appropriate managers have any comment/views on the proposal:</p> <ul data-bbox="293 1230 1234 1342" style="list-style-type: none"> <li data-bbox="293 1230 1234 1342">• <u>Child Health/Community Nursing</u> : F/G - Liz Ross; H/P - Judith Goodall, Anne Moss; City - Jill Fitzgerald, Lindy Thorpe, Aileen Macnaughton 	

MAIN POINT	COMMENTS AT MEETING
<ul style="list-style-type: none"> • <u>AMH/Substance Misuse</u> : F/G - Annie Coulson; H/P - Trevor Abbotts; City - Janice Romer <p>Contract Lead Groups have been asked to feedback comments by mid-October so that a final decision can be taken.</p> <p>2.3 <u>Occupational Health Service</u> Arrangements for the management of Occupational Health Services have recently been reviewed, resulting in the establishment of a Trust-wide Service from 1 October 1996. It is intended that this will improve the co-ordination and support provided.</p> <p>Jill Sadler has been appointed as the Trust Occupational Health Manager and will be responsible for the overall Occupational Health Service.</p> <p>The divisional based departments will remain in each locality.</p> <p>3. <u>QUALITY</u></p> <p>3.1 <u>Health & Safety</u> A Trust-wide Health & Safety Action Plan has been agreed. This includes follow-up to the issues raised by the Health & Safety Executive and via the internal risk assessments.</p> <p>The key issue areas have previously been identified and include:</p> <ul style="list-style-type: none"> • Manual Handling • Working Practices (ie. hours of work/staff safety) • Fire Safety • Estates/Site Issues 	<p style="text-align: center;"><i>Full time Role remain for F/G</i></p>