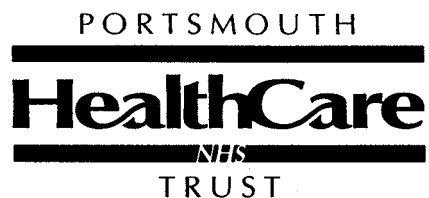


CIRCULATION LIST

Elaine ✓
Jo ✓
Libby ✓
Lyn
Mandy ✓

Please tick after reading
and return to Jo for
filing. Thank you.



**MINUTES OF MEETING OF GOSPORT HODS HELD ON 24 JULY 1996
AT GWMH**

PRESENT

Barbara Robinson
Sue Hutchings
Anne Stewart
Gill Hamblin
Joan Lock
Sue Proudfoot
Ian Latimer
Ann Honey
Betty Chandler
Patrick Carol
Yvonne Astridge
Gill Hindson
Geoff Saunders
Rosemary Paxton
Sandy Lewis
Val Nicholson

APOLOGIES

Anita Tubrick (nights)
Maria Lowman
Jerry Clasby

1/96 Minutes of last meeting

The minutes of the meeting held on 27 June were noted and agreed

2/96 Matters Arising

a) Item 2b) - GOSDOC

Gill Hamblin was asked to comment on GOSDOC.

Although it was quiet at the moment it was felt to be advantageous to the hospital to have one Doctor on duty and on site and it was working well.

She felt that the test would come during the Winter months during a flu epidemic.

Small problems had been encountered with paper work/forms as different Reception staff were being used, but this was only a teething problem and was being looked into.

A meeting would be set up later in the year by Val Cooper, Practice Manager

b) Item 7 - Corporate Identity - appeared to be working well with A/C staff. Medical Records staff would benefit once computers were installed.

- c) **Item 9 - Complaints Policy** - BR asked if everyone had attended the short training sessions and had passed on information to their staff. A new form would be brought out to record genuine Verbal Complains in future. A draft form was distributed to give an idea of what it would look like.
- d) **Item 13 - Mainline Transport** - A meeting will be held with Mainline on 17 August 96 to discuss problems. If anyone has any complaints please put them in writing and forward to Barbara Robinson before this date. In their defence Ian Latimer stated that on the whole the drivers did a good job and informed of any delays. It was suggested that the contract should be looked at again.

3/96 **Information Exchange** - Was distributed and discussed

Key Points

Final assessment of Investor in People - no-one fails but Award can be delayed.

Sue Proudfoot disputed the start date for the upgrade as being 2nd September as Contractors are still visiting in order to tender. Sue will let us know if she hears anything more.

New RIDDOR will be distributed to all HODS

Risk management - Each Department should have an Action Plan - could be built into staff appraisals

SCIP Training - to be organised for management of aggressive behaviour of patients

COSHH - Barbara Robinson asked who monitors COSHH, is it done regularly, it appeared that nothing was organised on a regular basis.

ACTION - Barbara to look into this.

Policies - As each Department does not have a Policy and Procedures folder, in future any new/updated policies will be put on circulation and any relevant policies should be photocopied and put into a folder so that each Department builds up their own folders.

Barbara listed the new Trust Awards - suggested that perhaps a Team or individual from Gosport could be nominated. Anyone can now nominate an individual or a group.

4/96 **Key Objectives** - were distributed and discussed. Any comments back by end of August so that they can be agreed. An Away Day will be held in January 1997 to review the Business Plans and will hopefully include Physio and OT.

5/96 The collection of Walkers crisps packets to fund a child needing an operation is a **HOAX.**

6/96 **Racial Awareness and Race Relations Policy** is being put into draft form - there were no comments made. BR has a copy of the draft if anyone would like to read it.

7/96 **Bank staff** - including Nursing, A/C and Catering. Barbara Robinson reported that hopefully this area was being brought into line, with updated lists of Bank staff being kept by Personnel.

If one specific agency was used staff could come under our own Occupational Health Department

8/96 **1996 Hospital/GP Communications Study** - A survey will be done between 8th July and 13 August 96. Betty was unaware of this but did not feel there should be any problems.

9/96 **SSA1 Absence Returns** - new forms should be ordered from Personnel Specialist Department and NOT from Supplies. HODS were asked to ensure that the correct sheet of the form should be sent to the correct Department. Training days/compassionate leave etc should also be put on as this is all considered as absence.

10/96 The results of the **Staff Opinion Survey** have now been returned. Val Nicholson will breakdown Gosport onto one sheet for HODS to look into. An Action Plan can be organised if problems are identified.

11/96 **The Upholstery Department** has now moved - All enquiries to go to Extension 4952 Textile Services Department, West Wing, St Marys

12/96 **Support Services Items**

- a) **Skillploy** make a variety of wooden toys/garden furniture
They will bring goods into hospital premises to view or you can visit their workshops at Blackbrook or St James. They also print leaflets and invitations at a reasonable cost employing patients from the AMH Service.
- b) **IANS** - please only send these out once the goods have arrived and are OK.
- c) **Bike Racks** - Bernadette Beresford, Health Centre Manager is looking into providing an extra rack. Medical Records/Hospital staff may use this. Health Centre staff who cycle may use the staff showers in GWMH

A discussion followed highlighting the need for more bike racks or possibly a covered lockable shed. All staff to be asked if they would be encouraged to cycle to work if there were better facilities.

HODS to report findings back to Rosemary Paxton.

- d) **Laundry marking** - Rosemary Paxton requested that in the event of a patient death could Mary in the Laundry Department be made aware so that patients clothing is not being marked unnecessarily. Mary can be contacted AM and a message should be left via the General office PM

13/96 Catering Supervisors Items

Geoff Saunders reported that Blake staff were under the impression that they were being charged more as they are not part of our Trust. This is not the case as all prices have gone up.

It was suggested that a member from Blake attends the HODS meeting in future.

ACTION - BR will speak to them and minutes of this meeting will be sent.

Geoff also stated that items not listed on the menu could still be ordered. Food can be ordered up to 5pm from the kitchen

14/96 Any other business

- a) **The coded numbers** on the doors are not to be given out to anyone. All visitors/contractors should report to Reception first
- b) **Thank you letters** are now to be sent from the relevant Departments not from the General Office. Copy of original letter and/or donations are to be notified to the General Office for inclusion on the quarterly return forms.
- c) Sandra Allen, Social Worker is now trying to come into the Hospital on a more regular basis. She is able to share Jacqui Young's, (EMH Social Worker based here) office in the first floor Admin Block.
- d) **Consultant car parking** - Problems were reported of Midwives using designated Consultants parking spaces.

ACTION - BR to talk with Blake staff

- e) **Anne Stewart** requested that a list of deaths of patients be sent to prevent transport/letters arriving after a patient has died. This is distressing to relatives/carers. In the past a list was compiled and circulated but this is not happening at the moment

ACTION BR TO FOLLOW UP

- f) **Physio** - Ian Latimer informed us that Nicola Green a new Physio Locum is with us for 4 weeks. Hopefully this will reduce waiting lists.

Also The Ice Making machine had arrived broken but was being replaced.

Wax bath and Megapulse had now been ordered.

- g) **Medical Records** - Betty Chandler reported that QAH and St Marys notes would now be stored together within the same area. Staff needing notes at the week end please note.

Also plans are being drawn up for new automatic doors in Outpatients. The reception desk will also be moved to the opposite side of the reception area. More details to follow.

- h) **Annual leave** Barbara Robinson is on A/L from 8th August to 30 August inclusive - Sue Hutchings will be acting up for her during this time.

Val Nicholson is on leave from 29th July to 2nd August. Ronnie, secretary from St X will be covering for Val - AM only.

15/96 Date of next meeting

The next meeting will be held on 26th September 1996. There will be no Inf Exchange/hods during August.