

CIRCULATION LIST

- ✓ Elaine
- ✓ Jo
- ✓ Libby
- ✓ Mandy
- ✓ Lyn



GWMH HODS MEETING

Held on Thursday 27 June 1996

PRESENT

Barbara Robinson	Geoff Saunders
Yvonne Astridge (Daedalus)	Jerry Clasby
Gill Hamblin	Ian Latimer
Anita Tubbritt (nights)	Joan Lock
Sandy Lewis (Sylvan)	Ann Honey
Betty Chandler	Sue Proudfoot
Rosemary Paxton	Maria Lowman
Sue Hutchings	Patrick Carroll

1 APOLOGIES

Anne Stewart
 Sheelagh Joines
 Gill Hindson

2 Information Exchange - Key Points

- a) Health and Safety Visit - recommended only chalk free gloves should be ordered.
- b) GOSDOC - commences 29 June 96
- c) Health at Work - Catering congratulations for their Eastern Day. Also received compliments from Health Authority
- d) Hep B Blood Tests - poor response from staff to check their antibody rate

3 Away Day - 2nd July 96. Forte Posthouse, Titchfield. All able to come except Rosemary Paxton

4 Communicate Numbers Review

6 per ward	1 X-Ray
4 Betty Chandler	2 Phoenix
4 Rosemary Paxton	1 Physio
12 Geoff Saunders	2 Patrick

- 5 **Numbers for BNF Review**
- 3 Sylvan plus 1 for each ward, Day Hospitals and CPNs.
5 A/E OPD.
- 6 **Charitable Trust Funds** is now the correct title for amenity funds. It is registered as Portsmouth HealthCare Charitable Trust Funds and has a registration number 1053431 which should be quoted on all letters of acknowledgement.
- 7 **Corporate Identity** - new A3 size pack to be issued shortly for letters, memos etc.
- 8 **Register of Signatures** distributed, one for each ward or department. Every doctor and member of staff who sign Medical or Nursing Records must enter the register. This will include Bank and Agency staff.
- 9 **Complaints Policy** issued and teaching sessions to be set up shortly.
- 10 **Cycle to work** - well done to all who took part. 100% from Sylvan took part.
- 11 **Quality Bids** were successful for two projects on Phoenix and one for Mulberry/catering. Interesting projects from last year to be written up in Communicate.
- 12 **GP Fund Holders** - Brook Lane is to go ahead from next year.
- 13 **Mainline Transport** - following many complaints Barbara Robinson wrote to Julie O'Neil at Trust Central Office. A meeting is being set up with Mainline to discuss all concerns.
- 14 **Support Services Items**
- a League of Friends - thank you for helping L.O.F Fete raised £1808.63 with £330.20 raised on bed push by Mulberry.
 - b John Woodgate and Rosemary undertaking a maintenance survey.
 - c Physio - proposed move within Phoenix to accommodate the CPNs.
 - d Trolley Telephone Daedalus and Dryad will share in future.
 - e Personal laundry - now using bright orange tags which appears to have sorted problems.
 - f Consumer Survey - Sue Hutchings is collecting. Val to be asked if she would collate the results

15 **Medical Records Items**

- a Staff requesting more bike racks.
- b OPD - survey completed in OPD. On first sight very good results.
- c Thorngate parking Rosemary Paxton to speak to Manager to see if parking can be renegotiated.

16 **Catering Items**

Price review monthly
New menus from 15 July for patients and staff.

17 **Any Other Business**

- a Sue Prout - reported the attitude was very poor when the Charity giving promotion was at the hospital.
- b Uniforms - delay in laundry. Rosemary Paxton to follow up.
- c Lee Working Men's Club are to donate £1753.49 on Friday evening.

18 **Date of Next Meeting 25 July 1996 @ 12.15pm.**

League of Friends of the Gosport War Memorial Hospital

Charity No. 271258

President: HIS WORSHIP THE MAYOR

Chairman:
MRS. N.O. HANCOCK
39 HOMEFORT HOUSE
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Secretary:
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PO12 3HD
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Hon. Treasurer:
MR. G. RUSHTON F.C.I.B.
7 THE SPUR
ALVERSTOKE
GOSPORT
PO12 2NA
Tel. 01705-584872

26.6.96.

To
The Hospital Manager,

Dear Mrs. Robinson and the Staff,

On behalf of the Chairman and members of the League of Friends I do thank you all very much for the tremendous support which you all gave to our Summer Fair on Saturday,

The amount raised was a wonderful £1,808-69. The afternoon at the Thorngate, was a great success in every way, greatly helped by the many and various contributions from the different departments of the hospital, helping to create such an "inviting" atmosphere for the general public to stay and spend.

We are also very grateful to the team, who organised and "manned" the Bed-push on Saturday morning, producing such a staggering response - £330-20.

Finally, as always, we in the League, appreciate very much all your help in the stocking of the Stalls and the clearing and tidying up at the end of the day.

We look forward to being able to put that £1,808 to good use for the benefit of the Hospital patients and Staff.

With my best wishes,

Yours sincerely,

Mary Tyrrell.

(Hon. Sec.)

Anne Stewart.

League of Friends of the Gosport War Memorial Hospital.Summer Fete 22nd June 1966.

Entrance.	74.69	
Draw.	363.10.	
L of F Cakes.	26.60.	
Miss.Phillips Handicraft & Bring & Buy.	63.70.	
Logo.	66.41.	Paid out for First Prize
Toys.	23.46.	and Gratuity £ 55.
Hospital Books & Bric a Brac.	55.13.	
Childrens Tombola Dryad.	26.	
Jam.	253.33.	
Sultan.	33.40.	
Name the Doll.	55.	
Phoenix.	69.28.	
Plants.	47.14.	
Dryad.	53.	
Treasure Trail.		
New & Newly New.	27.20.	
Bric a Brac.	69.	
Blake.	15.90.	
Physiotherapy.	103.35.	
Mulberry Bedpush.	330.20.	
Daedalus Tombola.	22.80.	
Donations.	30.	
	<u>£ 1808.69.</u>	

Last Year's Total £ 1988.

JUNE 1996

PORTSMOUTH HealthCare <small>VIA</small> TRUST	INFORMATION EXCHANGE MAIN POINTS		
Name of Manager responsible	Tony Horne	Organisational level	
Name of group, eg. ward/team	O.M.G.	Unit/Division/Locality/Department/Team	

MAIN POINTS	COMMENTS AT MEETING
<p>1 PERFORMANCE</p> <p>1.1 Health & Safety Executive Visit</p> <p>The Health & Safety Executive Inspection Visit took place as planned between 18-21 June 1996.</p> <p>The programme included a number of interviews and site visits - including taking the views of staff representatives.</p> <p>Preliminary verbal feedback has been given to management and staff representatives and will be followed up in the next three weeks by a formal letter which is expected to cover:</p> <ul style="list-style-type: none"> - Health & Safety Management arrangements - Personal Safety/Security - Manual Handling - Occupational Health - Clinical Waste - Estates Issues (hot water/boilers etc) - Monitoring of Contractors 	<p style="text-align: right;">- Violence</p> <p>Ratons in 6 walls to check areas highlighted</p> <p>Manne Harding 'Thing'</p> <p>impressed with stress workshops -</p> <p>Waste -</p> <p>Medigard handled in MRSA & Colistat?</p>

MAIN POINTS	COMMENTS AT MEETING
<p>The intention is to use the formal letter to develop an action plan of issues to progress. Both the letter and action plan will be widely shared across the Trust.</p> <p>Thanks to everyone who participated in the visit arrangements.</p>	
<p>2 DEVELOPMENT</p> <p>2.1 Employer A.V.C</p> <p>The Trust has made arrangements for any employee to join an Employer AVC Scheme.</p> <p>This is a scheme organised by the NHS Pension Agency and run by Equitable Life. It enables employees who are members of the pension scheme to pay some of their salary into an AVC. The payments are free of Tax and the proceeds can be realised as a lump sum or commuted for additional pension when retiring. Further details are available from Vic Pullen, Payroll Department (St James) (extension 4335).</p>	<p><i>Additional Voluntary Contributions - particularly 20-30 years - Different scheme for buy back -</i></p>

MAIN POINTS	COMMENTS AT MEETING
<p>3 QUALITY</p> <p>3.1 Quality Bids</p> <p>Thanks to all the people who submitted Quality Bids for funding. We have had over 50 bids and the Quality Forum has now considered them. We asked people to focus on four areas in particular which we want to concentrate on this year:</p> <ul style="list-style-type: none"> • Patient Nutrition • Discharge/Transfer From Hospital • Reducing DNA's - people who do not keep their appointments • Improving access to services for people from ethnic minorities <p>There are successful bids in all four categories, with nutrition topping the list. We have not excluded other topics and there are a number of other bids which are being funded. The full list will be included in Communicate shortly.</p> <p>3.2 Risk Event Policy Reporting</p> <p>A policy is being formulated for recording, reporting and reviewing <u>all</u> risk events (ie. accidents and incidents - including untoward events or situations).</p> <p>The policy will aim to cover all adverse events or situations that affect clinical and non-clinical services and activities; premises, property and products; and working practice.</p>	<p><i>Mullerney - + Plein successful -</i></p>

MAIN POINTS	COMMENTS AT MEETING
<p>As part of this process a new Risk Event Record form will be used as the prime means of recording risk events - enabling the bringing together of currently separate recording and monitoring arrangements. We hope to implement the new arrangements towards the end of the year following an intensive training programme.</p> <p>In the meantime could everyone please ensure critical events (ie. serious/untoward events) continue to be immediately reported via your manager to Trust Central Office on the forms provided.</p>	<p>Untoward incidents now Critical Events.</p> <p>Reports from the Newspaper</p> <p>Trust Central Office -</p>

<p style="text-align: center;">PORTSMOUTH HealthCare TRUST</p> <p style="text-align: center;">DIVISIONAL EXCHANGE</p>	<p>INFORMATION EXCHANGE MAIN POINTS: 26th June 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. <i>Welcome</i> : <i>Dr Synek</i> will be taking up his full time post in <i>School Health</i>, effective from 8th July 1996.</p> <p>2. <i>Official Opening</i></p> <p>On the 26th June 1996 Margret Price, Chairman, and Brian Howden from the National Schizophrenic Fellowship <i>opened the 14 Bed Rehab "Rivendale"</i> on the Coldeast site.</p> <p>This completes the Capital Rebuilding Programme for the Division and a <i>special thank you to all the staff</i> who have participated in both the AMH and EMH transfers from Knowle to the Division this year.</p> <p><u>Locks Heath Day Centre</u> was officially opened by the Duchess of Wellington on 20th June 1996.</p>	<p>COMMENTS AT MEETING</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. Health & Safety Executive Visit**

The HSE visited the Trust during the week commencing 18th June 1996 and visited several premises and discussed all matters in regard to Health & Safety with the 'Chairs' of the Divisional Teams.

Feedback from the Executive is expected within 3 weeks when any specific details requiring attention will be issued in the Division.

4. GOSDOC (War Memorial Hospital)

Confirmation that several General Practitioner practices in the Gosport Peninsula are commencing a weekend surgery at the War Memorial in the Minor Injury Department commencing on 29th June 1996.

This is a follow-up to the pilot scheme that was run early in the year, successfully, with the staff and GP's and a review of the new service will be undertaken on a quarterly basis.

COMMENTS AT MEETING

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INFORMATION EXCHANGE MAIN POINTS - CONTINUATION SHEET**MAIN POINTS****5. Health At Work - Healthy Lunch Campaign**

Confirmation that the Healthy Lunch Campaign commences in July and information packs and leaflets are available, encouraging staff to have a routine break with nourishment whilst at work.

The Eastern lunch-time theme undertaken at the Gosport War Memorial catering department on the 18th June was very successful.

6. Data Pen Download Facility

The Division is planning to move the current downloading facility on the third floor of the Mansion, Coldeast, in the Resource Team Office to the Community Nursing Office at Coldeast.

If staff using the current download facility have any difficulties with this transfer, could they please contact Bob Pullen with their queries -

Telephone St Christopher's Hospital 01329 286321 Ext 240.

COMMENTS AT MEETING

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INFORMATION EXCHANGE MAIN POINTS - CONTINUATION SHEET

MAIN POINTS

7. Hep B Blood Tests

Occupational Health are currently sending up to 80 requests for staff to remind them that blood tests are required to keep a check on their antibody level for Hep B injections.

The response from staff is **VERY** poor. Staff are reminded under Health & Safety regulations that it is **THEIR RESPONSIBILITY** to participate in maintaining their own Health Record.

Remember '*did not attends*' increase and complicate the workload of the Occupational Health Department in sending out yet more reminders to you.

YOUR COOPERATION IS ESSENTIAL.

8. Health At Work

The Staff Health Exhibition planned for 3RD JULY at Coldeast Hospital is **CANCELLED!!!**

An alternative date will be advised.

COMMENTS AT MEETING

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