

CIRCULATION LIST

- Elaine ✓
- Jo
- Libby ✓
- Mandy ✓

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



Rosie Paxton

FAREHAM/GOSPORT DIVISION HODS MEETING

Held on 30 May 1996 at St X and GWMH

Present

ST X

Barbara Robinson
Sue Hutchings
Jeff Stanbridge
Teresa Dunne
Pauline Sandifer
Michelle Coleborn
Allison Davidson
Louise Salt
Colin Campbell

GWMH

Barbara Robinson	Maria Lowman
Isobel Evans	Sue Proudfoot
Sue Hutchings	Eileen Kettlewell
Anne Stewart	Shelagh Joines
Betty Chandler	Joan Lock
Gill Hindson	
Anne Honey	
Jerry Clasby	
Ian Latimer	

- 1 **APOLOGIES - ST X Mike Sharpe, GWMH Rosemary Paxton, Geoff Saunders**

Welcome to Maria Lowman, Clinical Manager, Phoenix Day Hospital
Sue Hutchings, Co-ordinator, Small Hospitals

- 2 **INFORMATION EXCHANGE - Discussed and distributed**

- 3 **TRUST BUSINESS PLAN - Distributed. Relevant parts as follows;-**

Review of Performance 95/96 pages 6,7,+ 8
Looking Forward to 96/97 pages 22 + 23

- 4 **TRUST AWARDS - The Trust will make awards annually to individuals or groups for:**

- a) **People Matter** - an award given for achieving significant benefits for clients and patients
- b) **Pounds Matter** - an award given for achieving financial savings or generating income
- c) **Partnerships Matter** - an award given for implementing partnerships arrangements with other Agencies or carers.

- d) **Performance Matters** - an award given for improvements in effectiveness in people management, delivery of service, quality etc
- 5 **LOCAL COMPLAINTS PROCEDURE** - Bob Smith/Bill Hooper will be holding training sessions for Co-ordinators during June/July.
- 6 **CONTROL OF INFECTION** - Estates are arranging for a manual to be available on each site. To be kept in library, upstairs staff room, ST X, Duty Sisters Office GWMH.
- 7 **CLINICAL WASTE** - Random audit on Clinical Waste to be conducted by Peter Tierney on 6 + 7 June 96. - Staff to add to Induction Checklist.
- 8 **BANK AGENCY ARRANGEMENTS** - Small working group to meet on 19 June 96 to review contract arrangements for Trust.
- 9 **JOINT NEGOTIATING COMMITTEE (JNC)** - require a representative from each Division to discuss and agree with the Unions such issues as:-
- Management of staff
 - Policy on Openness
- 10 **OUTPATIENTS** - The Health Authority wish to know of any new clinics that are set up and to be assured that National or local Standards are followed. Inform Barbara Hall who will act as the link.
- 11 **FIRE LECTURES** - These should be booked twice a year and ensure all staff attend annually.
- 12 **PERSONNEL** - Owing to ill health personnel are very stretched. Staff are asked to have understanding and patience. Suggestion that Personnel give a brief on when to contact Personnel and when to ask own Line Manger.
- 13 **NHS EXECUTIVE INFORMATION**
- a) Face to Face Contacts Community - this has been revised to include proxy contacts.
 - b) Out-Patient Attendance Consultant during a Consultant Episode Hospital Provider. Changes made to definition and description - information passed to Betty Chandler
- 14 **MAINLINE AMBULANCE SERVICE** - many complaints received from Clinical Managers. BR to write to Julie O'Neil at Trust Central Office.
- 15 **INPATIENT SURVEY** - Leaflet designed at GWMH for Wards and OPD. To be undertaken in June and December for each Ward, Day Hospitals, OPD, Minor Injuries. Week beginning 17 June 96, 16 December 96 - to be returned to Rosemary Paxton

16 **FUND RAISING WITHIN HOSPITALS**

- a) May advertise charitable events
- b) Raffles for other organisations will not be permitted
- c) Selling of books, clothes etc as long as a % is given to Hospital
- d) Staff wishing to raise money for other causes may do so on a personal basis only.
- e) Have a fund raising committee at St X

17 **PERSONNEL SUPPORT MEETINGS-** to be held quarterly for Service Manager and Co-ordinators who will give information to HODS.

18 **TRAINING** for front line staff ie receptionists and secretaries for dealing with difficult customers. Possible other staff would benefit from training.

19 **Invitation to HMS Sultan** on Friday 28 June 96 at 18.30 - 20.00. Joan Lock and Barbara Robinson to attend

20 **SUPPORT SERVICE MANAGER ITEMS**

a) **ST CHRISTOPHERS**

- To revise security on top floor
- Shannon now has coded lock on courtyard door. Positive comments from relatives re the security
- Jeff now working full time and has taken on responsibility for day to day management of Admin and Clerical staff at Sylvan OPD.
- Mediguard - HODS asked to audit their departments on a monthly basis and give to Jeff. Jeff to feedback to Mediguard.

GWMH

- **Keys** - safe keeping no set procedures. HODS requested to write out procedure;-
 - Who is responsible
 - Who has access
 - How are they accessed
 - What security arrangements
- 19 June 96 code to staff entrance will change. Staff to contact Head of Department for new number.

21 **CATERING ITEMS**

a) **St Christopher's**

- Meals on Wheels going well
- Recruitment - three offers made for Catering Assistants
- I.O.U. - staff must not abuse this privilege and should only use this system in "Out of Hours"
- Best wishes to Diane Dukes who is moving to Bristol
- Staff have requested a price list for food and snacks

b) **GWMH**

- Complaints from staff over lack of food at weekends - however staff are able to order food

22 **ABSENCE STATISTICS** - distributed

23 **NVQ Assessor Awards** gained by

Michelle Coleborn
Louise Salt
Maria Lowman

Congratulations to these members of staff who have worked very hard to obtain these awards.

24 **ANY OTHER BUSINESS**

- a) No Social Work attachment for GWMH
- b) Frequency of Handling, Resus update. Confirmed as an annual requirement
- c) Advertisements - Staff have concerns about the way advertisements are being worded, eg Dolphin's did not have the name of the Hospital or the Unit. BR to talk to Personnel
- d) Betty Chandler - 11 June 96 Computer Manager from Acute Unit to bring OPD on line .

Case note tracking - visiting new Medical records at QAH with some staff members.

Dolphin Day staff have had training to access pathology on the computer and have found it very helpful

- e) Water Jugs - collection should be by domestic staff not by nursing staff.
- f) Door from Phoenix Day Hospital to Dryad is kept locked to stop patients wandering. It is a Fire Exit from Dryad and can be unlocked.
- g) Pay Scales - concern over having to judge which increment new staff start on - BR to talk to Personnel

25 **CLINICAL ITEMS**

- a) NVQ
- b) Documentation Package at ST X. Care Planning
- c) Bed Blocking
- d) PEG Guidelines from Stroke Forum to be produced
- e) Prevention of Pressure Sores - Assessment by trained nurse can be done visually within 24 hours and be documented in 2 days
- f) Linda Maw has achieved conversion to RGN - Congratulations
- g) Health of the Nation Forum - Michelle Coleborn to join group on 18 July 10.30 Divisional Offices
- h) Support for those who are supervising - Sue Hutchings reiterated her support. Requested monthly reflective practice with Sue.

26 **A.O.B. - EMH** - Locked boxes for carriage of medicines and sharps containers

27 **DATE AND TIME OF NEXT MEETING**

- July 25th 1996

9.00 ST X

12.15 GWMH

MAY 1996



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

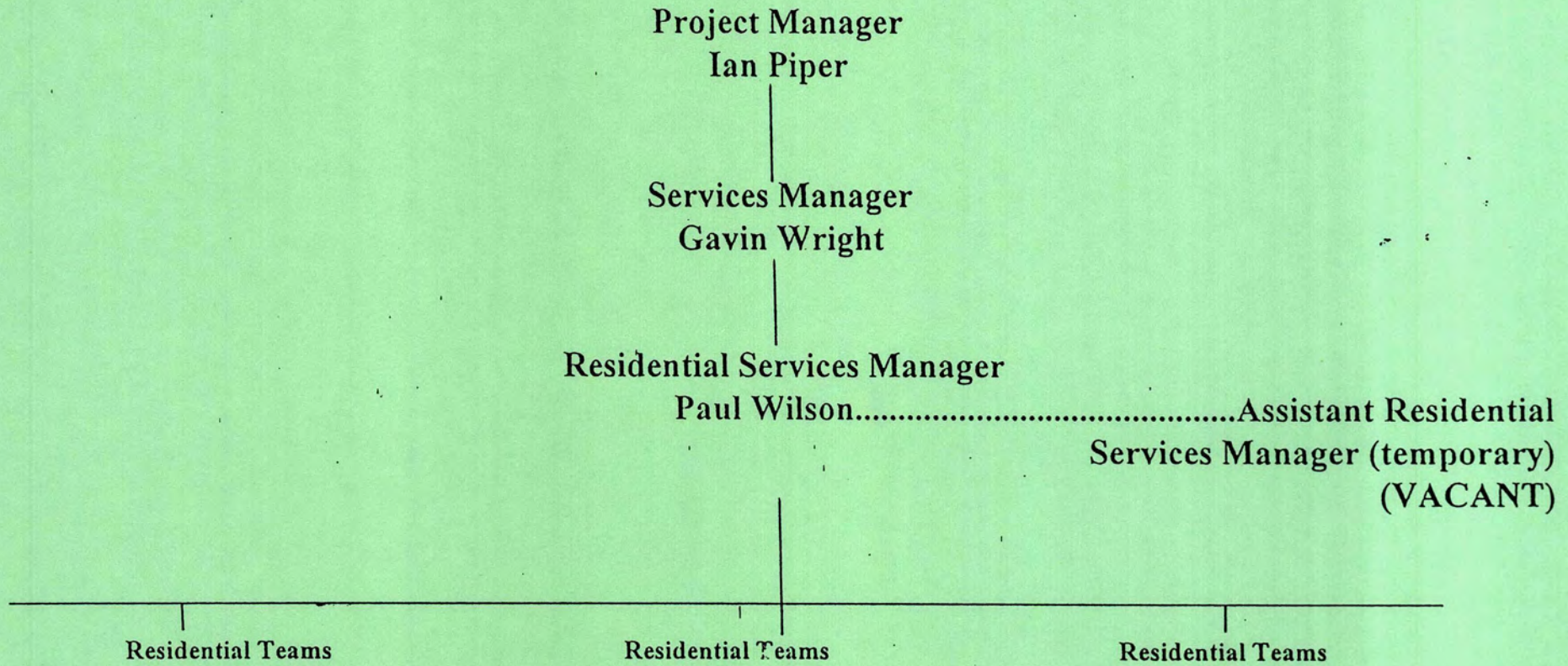
MAIN POINTS	COMMENTS AT MEETING
<p>1 PERFORMANCE</p> <p>1.1 1995/96 Activity</p> <p>The end of year returns showed overall 1.98% over performance on the value of our contracted activity with the Health Commission. We are anticipating an additional non-recurring payment to reflect this. Significant areas of over achievement included:</p> <ul style="list-style-type: none"> - Childrens Services - Substance Misuse Services - Elderly (Medicine) - Family Planning - Palliative Care - Learning Disabilities - O.T. - Physiotherapy <p>Thanks to everyone for the efforts in achieving a very satisfactory year end position.</p>	

MAIN POINTS	COMMENTS AT MEETING
<p>1.2 Trust Publishes 1996/97 Business Plan</p> <p>Over the next few weeks, copies of the Trust's 1996/97 Business Plan will be made widely available as we publish our plans and objectives for our services over the next 12 months.</p> <p>This is the third annual business plan produced by the Trust and it is intended primarily as a working document setting out what we wish to achieve in the forthcoming year. It has two main purposes:</p> <ul style="list-style-type: none">• review performance and achievement of plans• to provide a clear framework to guide our activities and priorities in the current financial year <p>This year there are also two summary versions of the Business Plan, designed to reach a wider audience. One is a summary leaflet, the other is an e-mail 'screen slide-show' summary of the plan.</p> <p>If you wish to see a copy of the full or summary plans, please contact your manager.</p>	

MAIN POINTS	COMMENTS AT MEETING
<p>2 DEVELOPMENT</p> <p>2.1 Learning Disability Services - New Arrangements</p> <p>New management arrangements for the Learning Disability Services will be implemented from 1 June 1996. Services will be divided into the Social Care/Residential Division and the Specialist Learning Disability Service.</p> <p>The revised organisational arrangements marks the beginning of the creation of distinct services and further work is still needed to achieve the disentanglement of services.</p> <p>The Specialist Health Care function will be managed by Diane Wilson and the Social Care element by Gavin Wright.</p> <p>The Specialist Health Care Service will be responsible for providing Community Nursing Teams and Challenging Behaviour Support Teams in each locality. The residential component of this service is yet to be fully defined, however from 1 June 1996 Tamarine, Thomas Parr, Redclyffe Bungalows and the proposed Sarisbury Green Bungalows will be managed by the Specialist Health Care Service Division.</p> <p>The Social Care Division will be responsible for providing residential care, in all of the existing Learning Disability houses, and the new developments resulting from the Coldeast Closure. In the long term it is envisaged that the Social Care Division will be purchased directly by Social Services.</p> <p>Interim management structures are attached.</p>	

MAIN POINTS	COMMENTS AT MEETING
<p data-bbox="168 292 414 323">3 QUALITY</p> <p data-bbox="168 363 880 395">3.1 Health & Safety Executive Visit (18/6/96-21/6/96)</p> <p data-bbox="168 435 1093 499">We are due to receive our first health and safety inspection visit by the Health & Safety Executive between 18 and 21 June 1996.</p> <p data-bbox="168 539 472 571">The aim of the visit is to:</p> <ul data-bbox="168 611 1093 746" style="list-style-type: none"><li data-bbox="168 611 999 643">• Check that health and safety management arrangements are in place<li data-bbox="168 683 1093 746">• Monitor how specific responsibilities/risks are being dealt with (eg. Fire Safety; Manual Handling; COSHH; Security) <p data-bbox="168 786 1093 882">We will be visited by a team of 3 people - who will be talking to managers, health and safety representatives and other staff (see timetable for visit attached).</p> <p data-bbox="168 922 1093 986">At the end of the visit the HSE will provide a written report, including any follow up action they would want the Trust to pursue.</p>	

SOCIAL CARE DIVISION - PROPOSED STRUCTURE



MENTAL HEALTH & LEARNING DISABILITY SPECIALIST SERVICES DIVISION



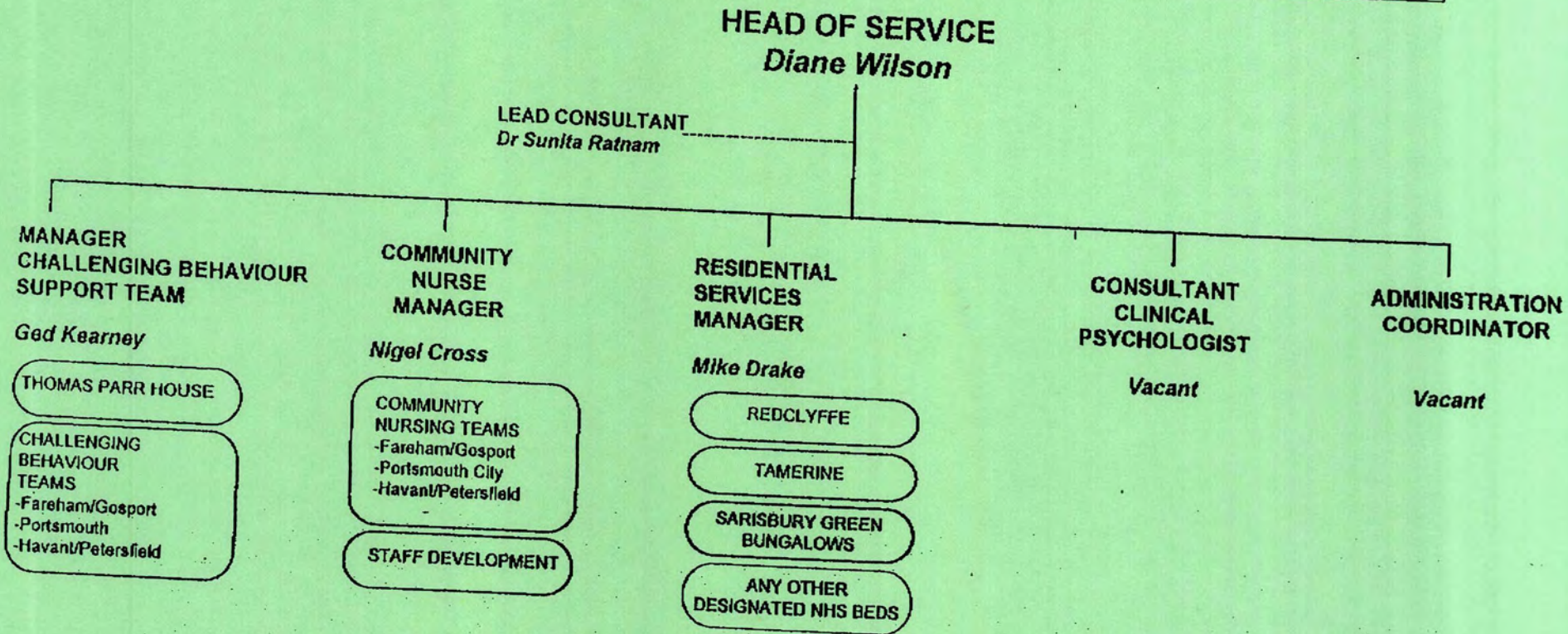
28-MAY-1996

13:58

FROM TRUST CENTRAL OFFICE

TO F/G LOCALITY

SPECIALIST HEALTH SERVICES FOR PEOPLE WITH LEARNING DISABILITIES



TIMETABLE FOR HEALTH AND SAFETY EXECUTIVE VISIT 18-21 JUNE 1996

H.S.E. Team Dates	H.S.E. "A"		H.S.E. "B"		H.S.E. "C"		
TUESDAY 18th JUNE (Based: T.C.O Meeting Room)	AM 0930-1100	Introduction and Presentation to Directors, Managers		}	Both in Trust Central Office Meeting Room		
	1130-1230	Introduction and Presentation to Union/Health and Safety Reps.					
	PM	<i>Management of Health & Safety</i>		<i>Estates</i>		<i>COSHH and Occupational Health</i>	
	1300-1400	Helen Bowers	Peter Tierney and Estates Department		1400-1500	Occupational Health Dept. and Richard Sawyer, CH	
	1400-1500	Pam Grosvenor			1545-1645	Margaret Jay, HHC	
WEDNESDAY 19th JUNE (Based: Coffee Lounge, SJH)	<i>Risk Assessments and Action Plans</i>		<i>Violence/Aggression</i>		<i>COSHH</i>		
	AM 0900-0945	Tony Horne and Max Millett, SJH	0830-0930	Paula Turvey & Lindy Thorpe, LRHC	0900-1100	Alan Jones, HHC	
	1030-1130	Lorna Green and Julie Jones, SJH	1130-1230	Bob Smith, his office, SJH	1130-1230	Aileen Macnaughton, NPC	
	PM 1245-1345	Bill Hooper, SCH	District Nurses/Health Visitors Group Meeting - City		District Nurses/Health Visitors Group Meeting - Havant		
	1530-1630	Annie Coulson, SCH	1400	Distict Nurses & Health Visitors Teaching Room, LRHC			
THURSDAY 20th JUNE (Based: Committee Rm)	<i>Manual Handling</i>		<i>Management Interviews</i>		<i>Management</i>		
	AM 0900-1030	Handling Review Group, QAH	1030-1130	Neil Stubbs at SJH	0900-1030	Jean Compton, SJH	
	1100-1200	Nicky Pendleton, Maureen Mills & Jan Peach			1100-1200	Amanda Leigh, SJH	
	PM	Site Visit to Elderly Medicine Wards, QAH					
	Site Visits:	St James' Hospital Wards	1400-1530	Rob Gondelle at Fair Oak House, SJH	Community Mental Health and Learning Disability Services Teams Group Meeting		
		Community Houses	1530-1630	Janice Romer, Committee Room			
FRIDAY 21st JUNE (Based: T.C.O. Meeting Room)	AM 0945-1045	Diane Wilson, Coldeast			0830-0930	June Salter, SJH	
	1045-1145	Alistair Macnaughton, Coldeast	1200-1300	Gavin Wright, SJH			
	PM 1400-1600	DE-BRIEFING SESSION - T.C.O. MEETING ROOM, ST JAMES' HOSPITAL					

For Key to venues/sites and details of Job Titles/Bases/Divisions please see overleaf

KEY

HHC	Havant Health Centre
SJH	St James' Hospital
LRHC	Lake Road Health Centre
NPC	Northern Parade Clinic
SCH	St Christophers' Hospital
QAH	Queen Alexandra Hospital
TCO	Trust Central Office
CH	Coldeast Hospital

DETAILS OF TITLES, BASES/DIVISIONS

Helen Bowers, Risk Adviser, Trust Central Office
Pam Grosvenor, Quality Director, Trust Central Office
Peter Tierney, Estates Manager, Estates Department, St James' Hospital
Richard Sawyer, Occupational Health Doctor, St James
Margaret Jay, Chief Podiatrist, Civic Offices, Havant
Tony Horne, Operational Director, Trust Central Office
Max Millett, Chief Executive, Trust Central Office
Lorna Green, Business Manager, Trust Central Office
Julie Jones, Assistant Business Manager, Trust Central Office
Paula Turvey, General Manager, Portsmouth City, Northern Parade Clinic
Lindy Thorpe, Service Manager, Portsmouth City, Lake Road Health Centre
Bob Smith, Organisational and Staff Development Manager, St James' Hospital
Alan Jones, District Dental Adviser, Havant Health Centre
Aileen Macnaughton, Service Manager, Portsmouth City, Northern Parade Clinic
Bill Hooper, General Manager, Fareham/Gosport, St Christophers' Hospital
Annie Coulson, Service Manager, Fareham/Gosport, St Christophers' Hospital
Nicky Pendleton, General Manager, Department of Medicine for Elderly People, Queen Alexandra
Maureen Mills, Personnel Manager, Department of Medicine for Elderly People, Queen Alexandra
Jan Peach, Service Manager, Department of Medicine for Elderly People, St Mary's Hospital
Neil Stubbs, General Manager, Havant/Petersfield, Civic Offices, Havant
Jean Compton, Catering Adviser, Trust Central Office
Amanda Leigh, Service Manager, Long Stay Hospitals Division, St James' Hospital
Rob Gondelle, Senior Nurse, Fair Oak Unit, St James' Hospital
Janice Romer, Service Manager, Portsmouth City, Northern Parade Clinic
Diane Wilson, Assistant General Manager, Mental Health and Learning Disability Specialist Service
Alistair Macnaughton, General Manager, Mental Health and Learning Disability Specialist Service
Gavin Wright, Social Care Manager, Coldeast Hospital
June Salter, Domestic Adviser, Trust Central Office



INFORMATION EXCHANGE MAIN POINTS - 28th May 1996

DIVISIONAL EXCHANGE

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

Name of group eg, Ward/Team **Fareham/Gosport Unit/Division/Locality/Department/Team**

MAIN POINTS

1. Personnel Changes Update

Welcome to Sue Hutchings, Gosport War Memorial Hospital/St Christopher's Hospital Co-ordinator, who joined the Division on 20th May 1996 and is undertaking her Induction Programme.

Louise Sprinks, Senior Occupational Therapist Rehabilitation, based in the Mansion, Coldeast Hospital covering Adult Mental Health and Community Services who joined the Division on 7th May 1996.

Mike Townson, Chief Podiatrist will be completing his final six month secondment to Information Services until the end of September 1996.

Bob Pullen, Project Co-ordinator, Primary Care is now based at St Christopher's Hospital, Fareham, 01329 286321 - Ext 240.

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

Sue Frogley, Senior Nurse Clinical Audit will be based at Coldeast Mansion from 4.6.96 - Tel No: 01489 574241.

Nigel Cross and the Gosport & Fareham Resource Centre, Coldeast Mansion will be transferring to the newly formed Social and Long Stay Divisions which will take effect from 1st June 1996.

Please also refer to Appendix 1 attached.

2. Retirement

The Divisional Team send *Mrs Isobel Evans, Hospital Manager Gosport War Memorial Hospital*, their "Best Wishes in her Retirement" which becomes effective on 31st May 1996.

3. New Buildings Completion

The Meadows 30 Bed Acute AMH Unit and Rivendale 14 Bed Rehabilitation Unit AMH, successfully transferred patients on 18th and 19th May 1996 to the new Units

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**

This completes the current Capital Programme within the Division and a special "**Well Done**" to all the staff from both departments and the Administration Department that transferred to the Mansion, Coldeast Hospital, for all their hard work in a very successful transfer of patients and staff from Knowle to the Coldeast site.

Special thanks to the Catering Department who opened the new kitchen on time.

4. Community Dental Service Audit - 1996

The above Audits which have again been organised by **Chris Marshall, Senior Dental Officer Gosport Health Centre**. Visits to all Dental Clinics across the Trust will be carried out by Senior Managers, Health Commission representatives and Senior Dental Officers who will be participating in the Audit process.

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

5. Ride to Work

A final gentle reminder from Nick Torlot/Barbara Higgins and the Team that the Ride to Work Week commences on **5th June 1996**.

6. Health & Safety Executive Visit

Confirmation that the Health & Safety Executive will be visiting the Trust in the week commencing 17th June 1996 and the Gosport & Fareham Team visit will be on 19th June 1996 to discuss the current Divisional Action Plan, Risk Assessments and discuss any issues with Staff Representatives.

A programme of Trust visits will be available in June.

7. St Christopher's Hospital - Kitchen

Congratulations to the staff who have been given by Fareham Borough Council Environmental Health Officers and the Dietitians, the **HEARTBEAT AWARD** for their catering standards and meal service.

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****Senior Nurse Child Protection**

Effective from 20th May 1996, Elizabeth Emms has been appointed to this role.

Elizabeth will be meeting staff across the Division to clarify her role within Gosport & Fareham. All correspondence regarding Child Protection should be sent to Rosemary Robertson, Secretary at Divisional Offices, St Christopher's Hospital, Fareham.

Elizabeth can be contacted by pager as follows:-

Dial: 01399 1133

Give Pager Number: 01399 733184.

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.