

CIRCULATION LIST

Elaine ✓

Jo ✓

Libby ✓

Mandy ✓

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

FAREHAM/GOSPORT DIVISION HODS MEETINGS

Held on 25th April 1996 at St x and GWMH

Present

St X

Barbara Robinson
 Jeff Stanbridge
 Teresa Dunne
 Colin Campbell
 Pauline Sandifer
 Mike Sharpe
 Michelle Coleborn
 Allison Davidson
 Louise Salt
 Mike Revans

GWMH

Barbara Robinson
 Isobel Evans
 Rosemary Paxton
 Betty Chandler
 Gill Hindson
 Fiona Walker
 Anne Stewart
 Ian Latimer
 Jerry Clasby
 Jo Taylor
 Eileen Kettlewell
 Sue Proudfoot

Apologies

Joan Lock
 Sheila Joines
 Ann Honey
 Gill Hamblin

1 Information Exchange

Distributed and discussed.
Communicate - leave in 3 staff rooms
HealthCare First - Uneven distribution

2 Personal Safety

Staff alerted to a man approx 5'9", hair in pony tail, in his thirties. He could be dangerous. Advised not to get into an argument with him - **CALL THE POLICE**

3 Look at **personal alarms**. Trust devising training re personal safety.

4 **Fareham/Gosport Division** - Senior Managers responsibilities distributed.

5 **RIDDOR 95**

Summary of new regulations. Now requires employees to report acts of physical violence which result in a major injury or greater than 3 days absence from work.

6 **Use of sites by Portsmouth Hospitals**

- John Caffrey, Project Accountant will be making arrangements to see Rosemary Paxton for Blake and Betty Chandler for OPD, X-Ray and Venepuncture for GWMH, Sylvan and St X. This will be in order to make amended agreements with Portsmouth Hospitals by September 96.

7 **Indemnity for hirers of Trust Premises for insurance purposes.** List of any outside agencies or groups who hire rooms should be forwarded to Barbara Robinson giving numbers of people attending and frequency.

8 **Quality Matrix Meetings**

Next meeting- 30/4/96. Representatives have been given dates.

9 **Gosport/Fareham Senior Managers On-Call**

Tel 0385 760191

The Senior Manager on call should be notified in cases of;

Press Statements	Violent Incidents
Major Crime	Sudden Death
Bomb Alert	Fire
Missing Persons	Management Advice in General

10 **Breast Feeding Initiative in Trust**

- Do we provide facilities for mothers within our premises?
- It appears that there is always somewhere available

11 **Bank Staff**

Working Group looking at how Bank should be set up, ie Trust or Division.

12 **Manual Handling Review**

Group set up with Rosie Lake to agree philosophy, handling techniques, programmes for training. Some concerns from review;

- ◆ All areas using different equipment
- ◆ This country has a bad posture culture - we should remind each other
- ◆ All areas should purchase the Multi Glide. Money has been put forward to purchase 6 per ward. 90 ordered for Fareham/Gosport
- ◆ RCN to produce a new policy which the Trust will adopt

13 **Policy Files**

Review needed to locate all current files which may need some redistribution. There are no extra files available.

14 **Risk Assessments**

The Health and Safety Committee is producing a Risk Profile Action Plan for the division.

15 **Internal Audit - Stocks and Stores**

St Christophers - Priority 3 - Recommended that there are written guidelines for staff relating to the procedures for the custody and handling of keys. Inventory to be made including stationery.

GWMH - As for St Christophers also Priority 2 to stop allowing Porter staff access to storerooms. This is resolved.

16 **Finance in the NHS**

Handouts distributed giving information in a simple form.

17 **Eligibility Criteria** for provision of NHS Continuing Care produced by Portsmouth and South East Hants Health Authority April 1996 - Distributed.

18 **IVI Policy and Laminates** for trained Nurses. All Wards who need a copy have one.

19 **New Staff Induction Training****Manual Handling Dates**

1 May 96	}	
12 June 96	}	Seminar Room
3 July 96	}	GWMH
21 August 96	}	9am - 4.30pm
2 Oct 96	}	

Please ensure participants are fit to partake in the physical elements and appropriate clothing is worn. Places booked via Occ Health, Coldeast 01489 574241

20 **CPR Training**

Places still available 1 May 9.30 - 12.30, Parkway Centre 01705 499153

21 **Pressure sore - Link Nurse**

A replacement is needed at St X for Sue Whitehouse. This will be Val Petrie.

22 **Support Service Items - St X**

- a) **Door Security** - number for front door, ambulance door and telephone door to change on **Friday 3 May** in the evening at St X.
- b) Some concern over the loss of mail between St X and Gosport.
- c) **Car Parking improvements** - Mirror in place on one way system.
"NO ENTRY" sign put by Shannon
Lowered "NO ENTRY"
White lines painted at entrance.
- d) **Signs** - two more Trust signs by Cedarwood and OT
- e) **Planning for a Secure Future** - pre retirement Course on circulation has been lost somewhere in the system.
- f) **IOU** in staff Dining Room is being abused and may be withdrawn
- g) Plastic aprons still causing problems. Have been purchased in a 1 in 10 default.

Catering - St X

- a) **Bio Drinking Yoghurt** - Pauline distributed information
£1.12 750 mls 10 days life
- b) **Meals on Wheels** - going very well. Well done to staff.
- c) **Servery** - operating well, increase in sales.
- d) As from **Tuesday 7 May**, Cedarwood will not require provisions for breakfast.

Briarwood

- a) Problem with workmen not liaising when coming to repair faults. Instance of repairer from estates not warning staff not to use a hoist that was dangerous. - **Jeff to action.**
- b) **Upgrading of Wards** - Jeff to check capital programme with estates.
- c) **Feeding of patients** - nurses responsibility to ensure patients are fed and reporting problems.

Rosewood

- a) ? Problem with fish pond.

Shannon

- a) Problem with pigeon bait outside Shannon.

23 **Support Service Items - GWMH**

- a) **Redclyffe House** - Tel extension 2269 and 2270
- b) **Equipment Lists** for completion. EPP1's to be returned to Isobel Evans
- c) Request from Porters that they are informed if visitors are in the building after 9.00pm.
- d) **For security reasons** windows should be closed and locked before leaving the building.
- e) **League of Friends Fete** - 22 June 96
 - **Dryad** anything green
 - **Dolphin** bottles and jars
 - **Physio** cakes**Lots of help needed, names to Rosemary Paxton**

Portsmouth HealthCare NHS Trust
Fareham & Gosport Division

MR W HOOPER - GENERAL MANAGER

Co-ordination
 Representation
 Support Health Service Managers in transition
 Progress/Business Planning
 Communication
 Elderly Services Lead

BARBARA ROBINSON
SERVICE MANAGER - SMALL
HOSPITALS/EMH

G.M.W. Hospital
 St Christopher's Hospital
 Elderly Mental Health Services (Beds)
 Elderly Mental Health Community Teams
 Redclyffe House / *Summerdale House*
 Sylvan OPD

EMH service lead

LIZ ROSS
SERVICE MANAGER -
PRIMARY CARE CO-ORDINATOR

Blackbrook Maternity Home
 Community Nursing - DN/HV
 Health Centres x 5
 Health Promotion
 Hill Park Clinic
 School Health
 Child Protection
 GP's
 GP Fundholders

ROSEMARY SALMOND
SPECIALTY SERVICES MANAGER

Therapists/Physiotherapy/Speech Therapy
 Occupational Therapy
 Chiropody/Podiatry
 Quality Lead
 Haslar Hospital
 Social Services Adviser OT
 Trust Adviser Occupational Therapy
 *Dietetics

ANNIE COULSON
AMH SERVICES MANAGER

AMH Services
 The Meadows
 Rivendale
 Lee Grove House
 Osborn Clinic
 Hewat House
 Substance Misuse
 Counsellors

JANE PARVIN
SENIOR PERSONNEL MANAGER

Personnel Service
 Occupational Health Service

MARTIN GOULD
FINANCE MANAGER

Support to Senior Managers/Budgets

NICK TORLOT
SENIOR DENTAL OFFICER

Responsible for all Dental Services