

MINUTES OF HOD'S MEETING THURSDAY 25TH JANUARY 1996

<u>PRESENT:</u>	A. Stewart Y. Astridge L. Gough G. Saunders B. Chandler R. Paxton T. Douglas C. Marjoram J. Lock S. Proudfoot I. Latimer P. Carroll I. Evans	<u>APOLOGIES:</u>	L. Wiles S. McConnell A. Honey J. Clasby
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MINUTES of 30.11.95 were agreed.

Matters Arising

Sisters to identify Pressure Relieving Equipment they requested which has now been received and to inform Elaine in General Office who will distribute.

Panic Alarm - Male and Female Panics Alarm not showing on Main Panels - estates to rectify as soon as possible.

Information and Exchange was distributed and read.

Managers Report

Communicate - Departments were asked to submit an article to Communicate in time for February issue. Also another article from GWMH required for 3rd June - more time to think about this one!

Equipment List - Circulated with HOD's. Please delete any item not now needed and add any other pieces of equipment which your department may require. Many donations are given to the Hospital and often donatees like to collect for a specific item.

Trust Comprehensive Employment Package - Mrs. Evans to brief Staff on Trust conditions - Dates 6th February & 8th February - venue Seminar Room 1 HOD and Senior member of Staff from each Department on these dates. 13th February in the Meeting Room - 1 Senior member of Staff only - All at 12 noon for approx. 1½ hours. HOD's to cascade down to their Staff.

Personnel are also holding for Senior Managers another session on Thursday 8th February 9.30 am - 11 am.

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League of Friends Garden Party - on 8th May at 22 Western Way - Tickets nearer the time.

Personnel - Tracey Crawford now back from Maternity Leave. Margaret Thompson will be dealing with all Personnel work connected with the Hospital between 8.30 am and 12.30 pm.

Patients for Social Services Panel - Sisters to contact Rose Butcher direct at the Health Centre before 12 noon with names of patients. To start from Thursday 1st February 1996. Telephone 723245 or leave a message on 723214 with Reception Desk.

Direct Lines - These numbers can be given to Patients relatives. This can save Porters time answering the phone at night. Direct lines are made up thus:- 630 then add the last 3 digits of nominated extension number - check with Jackie on the Switchboard who has a list of Direct numbers awarded to certain departments. Direct Line numbers will be added to the individual Wards Booklets when completed.

Voluntary Workers - Please identify if your Ward Dept. require any help i.e. which day - time - what task you would like the volunteer to do?. General Office to hold list to co-ordinate any volunteers. *when in the*

Datapens - Staff reminded not to leave Datapens overnight in cars - not only do they not work very well after being left - they may be stolen!

Taxis - We do not have a contract with Mainline for Taxis. Please use AMBER CARS - Telephone 580014. These are to be used for Patients who only need to go home on a CLINICAL NEED - not the discharge of patients. Also Taxis are not to be used to transport equipment.

Posters/Notices - Notices etc. are not be put/stuck onto walls, only onto Notice Boards. Walls soon become spoiled and damaged. If a Notice Board is required for your department, please let Rosemary Paxton know.

Photocopier - Soon a new photocopier will be in use. One nominated member of staff from each department will be given a code to use the photocopier. Only departments that the Hospital is budgeted for will be given the code. Other services looking to use the photocopier may do so on a 'charge basis' More details when the photocopier is delivered. If more than 50 copies of one item is photocopied in a month - it will be investigated if it is cheaper to have this printed.

Mobile Phones - Notices were distributed to be displayed in appropriate areas.

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Members Items

Resuscitation - Sister Stewart asked or Resuscitation Team could come to GWMH. Staff need an update every 6 months and have to attend Q.A. Sister Stewart to enquire if it is possible.

E.C.G. - Sister Stewart asked if the interference with the E.C.G. machine can be investigated. Plug used has been checked. Mrs. Paxton replied that perhaps Medical Electronics could advise.

Work Experience - Sister Stewart asked on behalf of her department that Work Experience Students should be allowed to rotate around the Hospital to get experience in all areas. Mrs. Evans replied that in her experience students had a set timetable to work by - so that many department take in students. Students must be 16 before they are allowed to work on the Wards. Work Experience Students are under this age.

Meal Ordering - S.N. Astridge reported on the Health Commissions Report with regard to the meal ordering the day before. Mrs. Evans replied that Jean Compton Catering Advisor already has this in hand, as other Hospitals are also involved.

Christmas Dance - Geoff Sanders has booked the Christmas Dance - Date Saturday 7th December Venue HMS Sultan - We have changed the Disco D.J. this year!

Coffee Lounge - Geoff asked please for notices not to be put up in the Coffee Lounge only on Notice Boards please.

Smoking Room - Geoff asked Staff to be more aware in keeping the Smoking Room in good condition, to be more careful of ash etc.

Mexican Day - On February 27th in the Staff Dining Room - *Taste the Delights of Mexican Food!*

Discharge Procedures - Betty Chandler arranged a meeting with Ward Staff on February 20th at 12 noon in the Meeting Room.

Radio Haslar - Mrs. Paxton reported that Radio Haslar are now sited in the Portacabin and installing equipment - hoping to broadcast the end of March. B. Chandler asked if OPD could receive the programmes. Mrs. Paxton to investigate.

Health Promotion - National Bike Ride Week - On Wednesday 5th June - Come to Work on Your Bike - Details nearer the time. 8th June - Bike Rally at the Town Hall.

Parking - Staff are reminded please to park in designated parking spaces, many are taking up a space and a half!

**DATE AND TIME OF NEXT MEETING 12.15 THURSDAY 29TH
FEBRUARY 1996 IN THE SEMINAR ROOM.**

<p style="text-align: center;">PORTSMOUTH HealthCare TRUST</p> <p style="text-align: center;">DIVISIONAL EXCHANGE</p>	<p>INFORMATION EXCHANGE MAIN POINTS: 24th January 1996</p>
	<p>Name of Manager responsible: Mr W M Hooper, General Manager, Organisational level</p> <p>Name of group eg, Ward/Team Fareham/Gosport Unit/Division/Locality/Department/Team</p>
<p>MAIN POINTS</p> <p>1. <u>New Staff</u></p> <p><u>Welcome to :</u></p> <p>Ruth Collier, Finance Assistant from Salisbury, who joined the Divisional Finance Team at St James at the end of December 1995.</p> <p>Christine Shaw, Personal Secretary to Rosemary Salmond, at Divisional Offices St Christopher's, joins us from Southampton on 5th February 1996.</p> <p>2. <u>M.E.C.L.A. Policies</u></p> <p>Reminder to all staff that MECLA Policies are held in Divisional Offices, St Christopher's Hospital. Staff changing equipment and completing requests on ME96's can check their requirements via the General Manager/Secretary and copies</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

can be sent on request.

3. Health At Work Initiative

Reminder that the 2nd Staff Health Exhibition is to held on 14th February 1996 in the Seminar Room, Gosport War Memorial Hospital, between 11.30 am and 2.30 pm. Exhibitions will include information on Health Visitors at Work, Dental Care, Stress Management, Physical Exercise, Healthy Eating, Alcohol Awareness, Sex and Sexuality, Podiatry.

All staff are welcome.

4. Risk Assessment

- The Divisional Health & Safety Committee have now reviewed all Departmental Risk Assessments undertaken in December.
- They have been divided into Trustwide, Divisional and Local priorities and will be discussed with individual departments and managers as the Committee reviews its priorities in 1996.

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INFORMATION EXCHANGE MAIN POINTS - CONTINUATION SHEET**MAIN POINTS****5. Trustwide launch of EAR**

- Following the successful pilot of the EAR Programme (Employee Advisory Resourcing) at St James, the Trust has decided to extend this independent counselling service to all members of staff across the Trust.
- Letters will be sent to all individual members of staff at the end of January with payslips informing them of the Service.
- They will also give dates of briefing sessions to be held across the Fareham & Gosport Division which staff are free to attend at any location.

6. Quality Quarter Return

The Third Quarter Return has been completed on time and special thanks are extended to all Co-ordinators and staff participating in sending their returns in over the December timescale.

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INFORMATION EXCHANGE MAIN POINTS - CONTINUATION SHEET

MAIN POINTS

7. Trust Comprehensive Employment Package

The Trust Comprehensive Employment Package is available for all employees to transfer from the National Whitley Council and pay from the 1st April 1996.

Service Managers will be briefing their teams on the contents of the Package and distributing booklets explaining the Package to all staff. Any queries should be referred to your manager.

Staff who are thinking about transferring from their current terms and conditions of employment to the new Comprehensive Employment Package can complete a proposal form in order to receive a quote of their expected pay under the Package. These forms are available from managers to whom they should be returned.

COMMENTS AT MEETING

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JANUARY 1996

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

MAIN POINTS	COMMENTS AT MEETING
<p>1 EMPLOYEE ASSISTANCE PROGRAMME</p> <ul style="list-style-type: none"> • Following a successful piloting at St James, an Employee Assistance Programme open to all employees will commence on a Trust wide basis from 1st February 1996. The programme offers information, advice and counselling service to employees and their families. The service is mainly focussed toward work related issues but can also cover family, legal, and personal relationship issues. It is provided by a completely independent professional organisation called E.A.R. Ltd. • Details of the launch of the service will be sent out with the January payslips - this will include details of briefing sessions and how to obtain further written information describing the service <p>2 TRUST COMPREHENSIVE EMPLOYMENT PACKAGE</p> <p>During February and March, Service Managers will receive details of the Trust's Comprehensive Employment Package to share with staff.</p>	

MAIN POINTS	COMMENTS AT MEETING
<ul style="list-style-type: none"> • Existing employees are free to choose whether to remain on their current national terms and conditions of service or transfer to the Trust Comprehensive Employment Package. • All new staff, or people in future changing posts, will automatically join the Trust scheme. • Booklets and video information packages explaining the new arrangements are available through managers. <p>3 MANAGEMENT COSTS</p> <ul style="list-style-type: none"> • It is a national requirement from the Secretary of State to reduce management costs by an average of 5%, and for Trusts to self-finance the 1996/97 pay award for managers. • The Region are translating this into targets for individual Trusts to take account of size, complexity, change programme, existing management costs. • The position for us is still to be discussed with the Region, particularly in view of the special pressures we face (eg. the long stay hospitals rundown programme) but our target is likely to be around £300,000. If our management costs had not already been low this would have been much higher. 	

MAIN POINTS	COMMENTS AT MEETING
<p>4 ORGANISATIONAL CHANGES</p> <p>A. Long Stay Hospital Division</p> <p>A change of title for the division is proposed from 1 April 1996 to reflect the recent changes in service. The suggested name is Mental Health/Learning Disability Specialist Services Division.</p> <ul style="list-style-type: none"> • Alistair Macnaughton will become the new Divisional General Manager with effect from 1 February 1996 (transferring from the Portsmouth City Division). • Tom Jack will be transferring to a Development Manager (Mental Health) role. • From 1 April 1996 the division will include the Specialist Learning Disability Service (ie. community teams, challenging behaviour, Thomas Parr House). Diane Wilson has been appointed as Head of this Service but will also remain as Associate General Manager of the Division. <p>B. Social Care Division</p> <ul style="list-style-type: none"> • To be established from 1 April 1996 to include: <ul style="list-style-type: none"> (a) Skillploy sheltered employment service (transferring from the Long Stay Hospital Division). (b) Learning Disability Social Residential Care Service, ie. most of the community homes, (transferring from the three locality divisions). 	

MAIN POINTS	COMMENTS AT MEETING
<ul style="list-style-type: none">• We are seeking to avoid disruptive cuts and aim to approach the reduction in a planned way. The next step is to produce a plan to meet the target through:<ul style="list-style-type: none">- a rigorous check of the posts covered to ensure we are in line with other similar Trusts in deciding which are included or not;- non-replacement to existing management vacancies (or filling them by internal transfer);- taking out of our costs the management work we do for other organisations (eg. the hospice payroll);- review of the content classification of mixed clinical/managerial posts;- selective freeze on recruitment (non-clinical)<ul style="list-style-type: none">◆ all manager posts with salary from £19,500◆ all posts in Trust Central Office, Finance, Information, Personnel, Estates• At this stage we do not envisage any compulsory redundancies, nor are we asking for voluntary redundancy.	

MAIN POINTS	COMMENTS AT MEETING
<ul style="list-style-type: none"> • Gavin Wright has been appointed as Service Manager, and Paul Wilson - Residential Services Manager, both with effect from 1 February 1996 to prepare for the change. <p>(Note: The present management arrangements continue until 31 March 1996).</p> <p>C. Adult Mental Health / Substance Misuse Services</p> <p>The following 'people' changes will take effect from 15 April 1996:</p> <p>Fareham/Gosport - Annie Coulson City - Janice Romer Havant/Petersfield - Trevor Abbotts</p> <p>5. CHILD PROTECTION</p> <p>Anne Moss (Nee Hungate) has been designated on a temporary basis, ie. until 31 March 1997 as Senior Nurse Child Protection.</p> <p>Her new role gives her the added responsibilities of offering specialist advice in all matters related to child protection to other health agencies within the District</p> <ul style="list-style-type: none"> - Portsmouth Hospital Trust - Haslar Hospital - Practice Nurses e.t.c. 	

MAIN POINTS	COMMENTS AT MEETING
<p>She will provide nursing advice to the District Committee for Child Protection. This new element of Anne's role is expected to take 15 hours a week. It must be stressed that Portsmouth HealthCare staff should still relate to their nominated Senior Nurses for issues related to Child Protection i.e:</p> <ul style="list-style-type: none">- Anne Moss - Havant & Petersfield- Aileen Macnaughton - City- Sue Frogley - Farcham & Gosport <p>Anne's base and telephone number remain unchanged.</p>	