

CIRCULATION LIST

Elaine
Jo
Libby
Mandy

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

GENERAL OFFICE

MINUTES OF HOD'S MEETING HELD ON 30.11.95**PRESENT:**

I Evans ✓
 C Marjoram
 S Mc Connell
 Y Astridge
 K Mann
 T Douglas
 S Proudfoot

B Chandler
 D Morgan
 E Kettlewell
 L Wiles
 J Clasby
 G Saunders
 R Paxton
 I Latimer

APOLOGIES:

Sister Stewart
 Sister Honey

Elaine
 Jo
 Libby
 Mandy

MINUTES of 26.10.95 were read and agreed.

MATTERS ARISING

B.N.F.'s - Mrs Evans asked if anyone needed a copy to let her know.

Fire Lectures - Rosemary Paxton will be arranging another set of Fire Lectures next year - the end of January beginning of February.

Mrs Evans extended thanks to Sister Hamblyn for laying the Hospital Wreath.

The Christmas Fayre raised £2156.96. Thanks to all who helped and contributed.

EXCHANGE

Managers Report was distributed and read.

The Pressure Sore Booklet has not been received yet. They will be distributed when received.

Community Night On Call Service is progressing and going very well.

Breast Feeding - the interest group have breast pumps which can be loaned out.

Information Exchange - distributed and read.

MANAGER REPORT

1. **MEDICAL EQUIPMENT** - Any staff experiencing any problems - e.g. a design fault, are to fill in Form MDA. These forms are to be kept with the Incident Forms in the Duty Sisters Office. This is a National requirement. Forms should then be passed to Mrs Evans who will send them to Helen Bowers.
2. **SALARIES AND WAGES** - Need to be in by the 6th of December. PAY DAY 20th December. The Nursing Staff are to send direct and to get another Sister to countersign.

3. REVIEW OF MEDICAL RECORDS - There is a Trust-wide review looking at all aspects of storage access. Please let Mrs Evans know if you have any particular problems or ideas which you may like to contribute.
4. DISCHARGE POLICY - There is a meeting at St Christopher's on 19th December and another at GWMH on 20th December both between 12.00-2.00pm. Community and Ward Managers and anyone who discharge patients will need to write a Policy for their own use within the Hospital.
5. NO SMOKING SIGNS - Please identify if there are any areas requiring signs and let Rosemary Paxton know.
6. LEAFLETS OR HANDOUTS - If either need to be re-printed, please proof read to check that the old title - P & SEAHA - is not on it before sending it out. Mrs Wiles asked if we still contact Pam Grosvenor if leaflets need to be printed. Mrs Evans replied yes, but this is usually asked for when quality bids are asked for. Pam Grosvenor may have some moneys left.
7. UNIVERSITY PLACES - A reminder from Bob Smith - University places have been very poorly attended. This is costing moneys - e.g. non-attendees to one course recently cost £600. We have a contract for 70 courses.
8. HOSPITAL ENTRANCES - A reminder from Mrs Evans to respect the Porters and not ask for the Hospital Main Entrance to be opened earlier - on a one way system. A man was found in the Porters office at 7.30 am. **FOR SAFETY AND SECURITY** Please use the Staff Entrance which is open from 6 am to 12 midnight throughout the week.
9. NURSING STAFF - A gentleman will have Pressure Relieving Cushions on show on 11.12.95 at 10.30, prior to the SISTERS MEETING.
10. PERSONNEL - Closed Monday 4th - on an away training day.
11. FAX MACHINES - Medical Records and General Office are asked to make departments aware when a Fax has been received for them, by phone, as it may need urgent attention.
12. MAYORS VISIT - On Friday 22nd at 2pm
13. CHRISTMAS TREE LIGHTS - a reminder to have them checked - please let the General Office know who will co-ordinate this.

14. LEAGUE OF FRIENDS CHRISTMAS DAY VISIT - The League of Friends have kindly agreed to provide a present and will visit the wards from 10.00am to give the presents. Mrs Evans will not be coming in this year. Please have the presents ready on a trolley.

15. PANIC ALARM - A memo has now been sent out to all departments.

16. H.O.D.'S MEETING - A list of next years dates was distributed.

17. HEALTH PROMOTION SERVICES LEAFLETS - Mrs Evans had a limited number. More are to be obtained.

ANY OTHER BUSINESS

CROCKERY - Mr Saunders reported that the Kitchen was losing crockery - approx. 150 cereal bowls have been lost to date. Please let Mr Saunders know if there are any breakages.

CHRISTMAS DANCE - Tickets are still available - Geoff asked to let General Office know if a Ploughman's meal was required.

CHRISTMAS LUNCHESES - Linda Wiles asked if a day could be set aside for the Phoenix Day Hospital patients to have a Christmas Lunch - Geoff was to be asked.

OXFORD SLINGS - Linda asked if any wards had spare Oxford Major 175 slings - Occupational Therapy have spares. Wards/Depts. reminded to get slings marked.

FILING CABINETS - Linda Wiles asked if any department has a spare lockable filing cabinet or one which they can exchange with Phoenix Day Hospital.

ADMISSIONS (ECR'S) - Betty Chandler reminded Ward Managers and assistants if a patient is from out of the area to let Medical Records know as soon as possible. Patients can only be admitted from another area on an emergency only. Any queries, please let Betty Chandler know.

DISCHARGE SUMMARY - Patients should be taking their Discharge Summary home with them. Betty Chandler will arrange a meeting with the wards regarding this.

MOBILE PHONES - Sue Proudfoot asked if more clarification can be given on mobile phones being used within the Hospital. Rosemary Paxton is to get further details from Works Department.

SELF MEDICATION - Katie Mann asked if there is a policy on Self Medication as many patients are now bringing in their own medication. Mrs Evans replied that all lockers have a lockable drawer, and the nursing staff are to decide on what state the patient is in for them to self medicate.

A trial is being conducted on a self-dosing policy at Petersfield Hospital. The ward is to contact them re: protocols.

Mrs Isobel Evans wishes a very Happy Christmas and a Happy New Year to all the Staff.

Footnote

POPPY APPEAL - £150.41 was collected at the Hospital with thanks from The British Legion.

**DATE AND TIME OF NEXT MEETING THURSDAY 25TH JANUARY 1996
AT 12.15 IN THE SEMINAR ROOM.**

General Office

NOVEMBER 1995

PORTSMOUTH

HealthCare

TRUST

INFORMATION EXCHANGE MAIN POINTS

Name of Manager responsible

Tony Horne

Name of group, eg. ward/team

O.M.C.

Organisational level

Unit/Division/Locality/Department/Team

MAIN POINTS

COMMENTS AT MEETING

1 SETTING UP A NEW SOCIAL CARE DIVISION

Debates about separating "health care" and "social care" services have been underway for some time. Locally the joint commissioning of services by the Health Commission and Social Services (particularly related to long stay hospital services re-provision) has resulted in proposals for separate contracting arrangements for some services traditionally regarded as health but deemed now to be social care.

The Trust is keen to remain a provider of these services (eg. most of the Residential Learning Disabilities Services; the Skillploy Sheltered Employment Service). In order to do so, we are required to contract manage and account for them separately from other health care services.

MAIN POINTS	COMMENTS AT MEETING
<p>From <u>1 April 1996</u> therefore the Trust will be establishing a <u>Social Care Division</u>. This Division will:</p> <ul style="list-style-type: none"> i) take over management responsibility for the majority of the Community Learning Disability Homes (currently provided and managed by the three locality divisions) and the Skillploy Service in Farnham and at St James (currently managed by the Long Stay Hospitals Division); ii) have a development brief to explore the potential for the Trust to provide: <ul style="list-style-type: none"> - day care services - domiciliary support services - education packages - other residential continuing care <p>A Steering Group will be set up (under the leadership of Ian Piper) to oversee the planning and implementation of the new Division and a Service Manager appointed to support it (post to be advertised internally before Christmas).</p> <p>Specialist Health Learning Disability Service</p> <p>Once the 'Social Care' residential component of the Learning Disability Service is transferred out of the locality divisions, the organisation of the Specialist Health Service for this client group (ie. community multi-disciplinary teams, challenging behaviour service, Thomas Parr House Unit) will also need review. The proposal is to manage it as a specialist Trust-wide service on similar lines to Child & Family Therapy, ie. a single service and clinical lead with a Trust-wide budget etc., provided by one of the Divisions.</p> <p><u>Further details to be circulated shortly</u></p>	

MAIN POINTS	COMMENTS AT MEETING
<p data-bbox="129 245 965 347">2 INVITATION TO TENDER - LONG STAY HOSPITALS REPROVISION - PRIVATE FINANCE INITIATIVE</p> <p data-bbox="129 352 1070 443">We are about to invite tenders for six capital schemes which form part of the Trusts Long Stay Hospitals reprovion plans.</p> <p data-bbox="129 459 338 496">The schemes are:</p> <ul data-bbox="129 528 1070 730" style="list-style-type: none"> - 30 bed Acute AMH facilities - for both Havant/Petersfield and Portsmouth City - 14 bed Residential Units - for both Havant/Petersfield and Portsmouth City - 8 bed Habilitation Unit - St James site - 3 x 5 place Learning Disability Bungalows - Locks Heath <p data-bbox="129 735 1070 826">The companies who will be invited to submit tenders have been pre-selected by the Trust following earlier preparatory work.</p> <p data-bbox="129 842 1070 1066">The tenders will be for the financing, building and property management of the units which we hope could be in operation by the end of 1997. Bids will be asked for by the beginning of March 1996 following which they will be competitively evaluated against each other and the 'traditional' NHS alternative. We would hope to be in a position to decide on a preferred option by late Summer 1996.</p> <p data-bbox="129 1086 1070 1241">(NB: The Private Finance Initiative is a national policy requirement covering all public sector major capital schemes. Its aim is to increase partnership arrangements between the public and private sectors to the mutual benefits of both).</p>	

MAIN POINTS	COMMENTS AT MEETING
<p>3 DISCHARGE POLICY</p> <p>The Trust's Policy on Discharge or Transfer of Patients/Clients from hospital has now been finalised after consultation with Portsmouth Hospitals, Portsmouth and South East Hampshire Health Commission, Social Services and local GP's. It is being circulated throughout the Trust and is relevant to all services. It provides a framework within which policies for specific care groups, for example elderly people or users of the mental health services, can be developed if they are not already in place. Workshops are being organised in each Division to introduce the policy and to give people who are involved in discharge processes a chance to discuss their problems. The workshops will be held in each Division.</p>	<p>19th at St Christophers 20th at GMMH. between 12 - 2pm. Community - Ward Meneys anyone who discharges - Need to write a policy for our use withi hospite.</p>
<p>4 MRSA OUTBREAK</p> <p>There has been an outbreak of MRSA involving Portsmouth Hospitals. The organism responsible is E-MRSA 16, which is endemic in some London hospitals. The practice recommended by the Infection Control Team is that any patient admitted from a hospital outside the District where there is known to be MRSA should be isolated on admission and screened on days 1 and 2. Any patient admitted from a hospital not known to have MRSA should be screened once on admission and need not be isolated.</p> <p>Community nurses attending patients who have had MRSA in the home should be screened on a regular basis and should contact the Occupational Health nurse for advice about frequency (Caroline Ginns at St James for Portsmouth City, Joy Cowan for Havant/Petersfield, Jill Sadler for Fareham/Gosport).</p>	<p>TRAVEL AGENCIES - NEED TO SATISFY ATTORNEYS ARE NO PROBLEMS.</p>



INFORMATION EXCHANGE MAIN POINTS - 29th November 1995

DIVISIONAL EXCHANGE

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

Name of group e.g., Ward/Team: Fareham/Gosport Unit/Division/Local Authority/Department/Team

MAIN POINTS

1. Estates Upgrades

St Christopher's Hospital kitchen - is undergoing an upgrade, which will restrict car parking even further on site, with contractors' vehicles. Street parking for staff visiting is recommended.

Fareham Health Centre - work has commenced on replacing all the windows in the building and staff patience during this exercise is appreciated.

2. Farewells

Dr Loughan, Community Medical Officer, School Health, leaves on the 31st December 1995 and is moving to work at Winchester.

Kay Fletcher, School Nurse - retires on the 20th December 1995 after 25 years 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

Shirley Wright, Health Visitor, Gosport - retires on the 18th December after 34 years in the NHS.

Miriam Chandler, District Nurse, Fareham - retires on the 29th December 1995 after 22 years in the Division.

Special thanks to the retiring members of staff for their long and dedicated service to their professions.

3. Pressure Sore Booklets

Copies of the final version of the prevention and management of pressure sores have been sent to the Division and will be distributed to staff. The Trustwide Strategy Group member for this Division for any queries is Barbara Robinson, St Christopher's Hospital.

4. Quality Return December

The 3rd Quarter Returns are required for the Health Commission which is the heaviest Return on reports in the year. Reports are required to Rosemary Salmond by the 12th December 1995.

5. Community Night On-Call Service

The Division has been piloting a Scheme whereby GP's,

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INFORMATION EXCHANGE MAIN POINTS - CONTINUATION SHEET

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<p>patients and carers can have access to a trained nurse on call during the night.</p> <p>It was agreed with the Health Commission that one Division would pilot a Scheme and this commenced in August 1995 with the 1st Quarter's Returns now being processed.</p> <p>To date, the Scheme has started to gain momentum and a full update of the aims of the service will be produced in Communicate in December.</p> <p>6. <u>Health At Work Initiative</u></p> <p>Confirmation that two Staff Health Exhibitions are planned for the Division:-</p> <p>St Christopher's Hospital on 24th January 1996</p> <p>Gosport War Memorial Hospital on 14th February 1996.</p> <p>The Exhibitions will take place between 11.30 am and 2.30 pm in the Seminar Room at both locations.</p>	

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INFORMATION EXCHANGE MAIN POINTS - CONTINUATION SHEET

MAIN POINTS

Exhibitions will include information on:

Health At Work Initiative
Dental Care
Stress Management
Physical Exercise
Healthy Eating
Alcohol Awareness
Sex and Sexuality
Podiatry.

The stands will be staffed by professionals within the Division and all staff are welcome to attend. If you are unable to attend but would like further information on any particular area, please contact Deb Allinson, Health At Work Co-ordinator, Divisional Offices, St Christopher's Hospital.

7. Christmas

As this will be the last Information Exchange before Christmas, General Manager would like to wish all staff a *Merry Christmas*

COMMENTS AT MEETING

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INFORMATION EXCHANGE MAIN POINTS - CONTINUATION SHEET

MAIN POINTS

and a *Happy New Year* and once again, a *special thanks to all staff* for all the hard work that has enabled the Division to keep on target both financially and statistically in yet another very exhaustive year.



COMMENTS AT MEETING