

Rosemary

THE GOSPORT HOSPITALSA G E N D A

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PC/SVN
22/1/90

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

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(direct line)

COMMUNITY HEALTH SERVICES AND SMALL HOSPITALS UNIT

Our ref: _____ Your ref: _____

Briefing Team Absentees..... UNIT

Date and time briefing held.....

Briefing Team Leader

Note to Briefing Team Leader

- 1 This brief provides the core message - add this information to your briefing material.
- 2 Convey the meaning in your own words, which you know will be understood, and where possible illustrate with a practical example that is relevant to the team.
- 3 Words or phrases which need to convey a precise meaning will be underlined. These should not be changed in briefing.
- 4 Encourage questions. If you do not know the answer, make a note, get the answer and give it to the questioner within 48 hours.
- 5 Ensure that you have prepared your own local brief, and have it checked by your manager before/she briefs you.

SUBJECTS AND KEY POINTS	NOTES
<p>1. <u>Financial Position</u></p> <p>The Unit is currently showing an underspending on revenue at Month 9 of £119,000 approx. From known existing commitments a breakeven on both revenue and non recurring programme is intended. As it is only now a couple of months before end of financial year, it is important all staff make every effort to ensure goods received are recorded on the SIS Non Stock Computer and that travel and extra duty claims are submitted by the required deadlines.</p> <p>2. <u>Appointments</u></p> <p>a) <u>Lifting Officer:</u></p> <p>Ms Pamela Robertson commenced in post on 9.1.90 - based in Occupational Health Department at St Christophers Hospital.</p> <p>b) <u>Consultant Paediatrician</u></p> <p>No appointment was made following the recent interviews for this post which will therefore be readvertised.</p>	<p>31.3.89 - Close down date -</p>

SUBJECTS AND KEY POINTS	NOTES
<p>3. <u>AIDS Volunteer Centre</u></p> <p>Funds have been made available from central sources for the purchase of a property to be used as an AIDS volunteer centre. Suitable premises have been identified and purchase is expected to be completed shortly.</p>	<p>Near Fenton Bridge -</p>
<p>4. <u>Competitive Tendering</u></p>	
<p>a) <u>Catering</u></p> <p>It has recently been confirmed that following the retendering of the Catering Service contract that it will remain in-house. The new contract will run from 1st April, 1990 for four years</p>	
<p>b) <u>Domestic Services</u> + <i>Portering</i></p> <p>Tenders are currently being sought for Domestic Services throughout the Unit with a close date of 28th February 1990</p> <p>The new contract will run for four years from September 1990</p>	

18. INVENTORIES

18.1 A register of all items of equipment that are portable and 'attractive' shall be maintained in a form agreed by the District Finance Officer. This category of items shall include electronics, electrical and mechanical items and expensive portable medical equipment (e.g. microscopes). Heavy items of furniture not regarded as easily portable need not be included.

18.2 The register shall be prepared by the Unit Administrator and shall show:-

- (a) for each ward or department, items which are the responsibility of the Nursing Officer, Senior Nursing Officer or Departmental Head;
- (b) for the hospital, items which are of general use and for which the Unit Administrator is responsible.

18.3 The register shall be ruled in columns to show the following details:-

- (a) date of purchase or date inventory compiled;
- (b) description of item;
- (c) serial number or other means of identification;
- (d) remarks (e.g. passed to District Supplies Officer for trade in or sale as scrap).

All columns shall be supported by, or referred to, documentary evidence and changes in contents of the register shall be notified to the relevant Nursing Officer, Departmental Head or Unit Administrator as appropriate.

18.4 The Unit Administrator shall also maintain records and obtain receipts for:-

- (a) equipment other than minor items on temporary loan to patients;
- (b) equipment on personal loan to staff;
- (c) furniture and other contents of furnished lettings and common rooms being used by resident staff.

These registers shall be in a form similar to that described in paragraph 18.3 and shall be agreed by the District Finance Officer.

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYTHE GOSPORT HOSPITALS

Minutes of the Gosport Heads of Departments meeting held on Thursday 21 December 1989

Those Present

Sr Joines
 Sr Robertson
 SN Hamblin
 Sr Lock
 Sr Goldsmith
 Mrs Proudfoot
 Mrs Hayward
 Mrs Hall
 Mrs Paxton
 Mr Saunders
 Mrs Buxey
 Mrs Evans
 Mr Collins

Apologies

Mrs Exton

Minutes of the meeting held on Thursday 23 November 1989 were accepted as correct.

108/89 MATTERS ARISING78/89 Ambulance Staff Dispute

Physiotherapy Outpatients and other Outpatients still being affected.

91/89/9 Christmas Party

Mrs Paxton reported the Christmas Party had been held and went well.

91/89/10 League of Friends Christmas Fayre

This had been successful with takings in excess of £1400.

106/89 2 Income Generation

Mr Collins reported that Fleur had attended recently although not many orders were received. Mr Saunders commented that the location of the boardroom may not have been the best place to hold the demonstration.

106/89 4 Retirement - Ron Rutherford

Mr Collins reported that a very successful retirement presentation had been made to Ron Rutherford on December 20.

106/89 5 Northcott Closure

Mr Collins reported that Northcott Annexe had been closed for patients on December 14 and was now empty. Many thanks to those involved in the closure.

Minutes of Gosport HODS 21/12/89 Continued

109/89 TEAM BRIEF

a) Core Brief

Mr Collins briefed the Heads of Departments on the Core Information, following which copies were circulated to those present.

b) Local Brief

i) Lifting Officer

A Lifting Officer has now been appointed and will commence duties on 9 January 1990. *Pamela Robinson*

ii) Training Officer

No appointment yet made

iii) Accident Reporting

An Accident Reporting Check List has been produced by Personnel Dept and will be distributed shortly. The idea of the Check List is that it will supply a reminder/aid memoir of what needs doing in connection with the completion of Accident Report Forms and Accident Books.

iv) SIS

Training in SIS will be given to users during January with the training being held at the site of the terminal.

v) Agency Request Forms

A Form for completion on employment of Agency staff has been introduced, which must be completed for each Agency staff employed. The idea is not to monitor the use of Agency staff but merely a formality for Audit requirements to ensure that all Agency staff are recorded so that an official order can be placed with the Agency and therefore ensure correct payment.

110/89 SIGNING ON OF NEW STAFF

A new Superannuation Form SS10 has been introduced which is required to be completed by Managers on the induction of new employees.

111/89 NEW HOSPITAL

A Consultation Paper has been received giving details of the new hospital, work on which is due to start in 1990. This document to be copied and distributed to all Heads of Departments.

112/89 CHC NEW CHAIRMAN

New Chairman Mr Dann has been appointed to the Community Health Council for year 1989-1990.

113/89 ANY OTHER BUSINESS

1 Christmas Service

Mrs Evans reported that a Communion Service will be held at 2.30pm on 23 December in the Patients Non-Smoking Lounge.

Minutes of Gosport HODS 21/12/89 Continued

2 Christmas Raffle

Mrs Paxton reported that the Christmas raffle had raised £85.20p and the teasmade had been sold to the highest bidder at £25, proceeds going towards the General Amenity Fund.

3 Physiotherapy Open Day

Mrs Hayward reported that she would be holding an Open Day for the Physiotherapy Department on 23 March 1990.

114/89 DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday 25 January 1990 at 12.15pm.