

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYTHE GOSPORT HOSPITALSA G E N D A

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Local

HOSPITAL START DATE 1990 -

LETTING OFFICER APPOINTED - JAN 1990 - 9th 12.15.

TRAINING OFFICER NO APPOINTMENT -

CAR LEASE -

ACCIDENT REPORTING - PERSONNEL PRODUCING A

CHECK LIST - IE WHAT TO DO WHEN AN ACCIDENT OCCURS ..

S.I.S. - LACK OF CO-OPERATION - HOWEVER TRAINING TO

BE DONE ON SITE - IN JANUARY - PETER COX

PC/SVN

20/12/89

TO TRAIN.

Agency Leave Form: - USE OF AGENCY FORMS NOT APPLICABLE, TRB
GENERAL OFFICE

- 5. Signing on of new staff - induction of new members -
check list - etc - salaries - wages form nicSS10 - now
changed
- 6. Consultation - will have copies.
- 7. Douglas Dunn - has been re-appointed to
- 8.

Sat cards - non-smoking lounge.

Physio OPEN DAY WEDS 25th MARCH -
NATIONAL PHYSIO WEEK

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

MEMORANDUM

FROM: Mr P Collins
Acting Premises Manager
Fareham/Gosport

TO: All HODS

Tammy

Your Ref.

My Ref. PC/SVN

28 November 1989

AUCTION - TEASMADE

We have a beautiful boxed, unused Teasmade for auction which can be viewed in the General Office. Although it is 10 years old it is boxed, unused and in immaculate condition.

Any offers for it must be made in a sealed envelope and given to Rosemary our Office Manger. There is a 'Reserve Price' of £15 on this Teasmade and the bids will be opened at our Staff Party on Wednesday 20 at about 4pm.

The proceeds will go to the Hospital Amenity Fund.

[Handwritten signature]

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYTHE GOSPORT HOSPITALS

Minutes of the Gosport Heads of Departments meeting held on Thursday 23 November 1989.

Those Present

Mr Collins
 Mrs Hall
 Mrs Proudfoot
 Sr Lock
 Mrs Hayward
 Sr Goldsmith
 Mrs Buxey
 Mr Saunders
 Mrs Paxton
 Sr Hunter

APOLOGIES

Sr Joines
 Mrs Exton
 Sr Nichols
 Sr Robertson
 Mrs Evans
 Sr Walker
 Sr Green
 Sr Beckingham

Minutes of the meeting held on Thursday 26 October were accepted as correct subject to the following amendments:-

White Cardboard - should read instead of not 'as well as'

GU Clinic - Should read Tuesday afternoon not 'Tuesday mornings'

101/89 MATTERS ARISING

78/89 Ambulance Staff Dispute

Mrs Hayward reported considerable effect on Physiotherapy Outpatient attendances and Barbara Hall reported a similar effect on those attending outpatients, several of whom had had their appointments cancelled.

88/89 Remembrance Day

Mr Collins reported that the ceremonies had gone well.

90/89 b)iii) Staff Induction Course

The next Induction Course will be held at St Christopher's on 30 November.

91/89 5 Facsimile Machine

A policy on the use of the Facsimile Machine which includes personal use has now been prepared.

Meeting of Gosport HODS 23/11/89 Continued

91/89 8 Staff Christmas Party

Mrs Paxton reported that arrangements were progressing well for the Christmas Party which will be held on 20 December 1989.

91/89 9 Christmas Lunch

Mrs Evans has circulated details of times, venue and tickets are now on sale.

91/89 10 League of Friends Christmas Fayre

Mrs Paxton reported that she was still collecting items for the Christmas Fayre to which there had been a good response.

102/89 COMMUNITY NURSE MANAGER

Mr Collins reported that Muriel Wilson has been appointed to the Post of Community Nurse Manager and will be located at GWMH.

103/89 QUALITY ASSURANCE

Margaret Jay has asked that anyone undertaking any Quality Assurance activities would register details with her.

104/89 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) Staff

Speech Therapists

Two whole time equivalent Speech Therapists have been appointed with a start date for January 1990.

Deputy Unit Personnel Officer

Mrs Angela Rabone has been appointed to this position for 6 months being based at St Marks House.

Fire Officer

No appointment made. Post being re-advertised.

Training Officer

No appointment made. Post being re-advertised

Lifting Officer

Post being re-advertised.

ii) Staff Attitude Survey

Staff Attitude Survey to be undertaken by Members of Portsmouth Polytechnic will be held in February 1990. Staff, who will be chosen at random, will be contacted during January 1990.

Minutes of Gosport HODS 23/11/89 Continued

Staff Attitude Survey Continued...

25% of all staff being asked to participate being drawn from all disciplines. Interviews will take about 30 minutes per person and will be held anonymously. An explanatory letter to all staff is being sent out by Mr Hooper.

iii) Accident Reporting

Mr Collins stressed the need for Managers to ensure that Accident Forms are fully completed following the notification of an accident. Accident Forms can sometimes be the only evidence available in the event of future litigation, and are therefore extremely important documents.

iv) SIS

Personal instructions and booklets of instructions have been prepared for those members of staff who receive goods and for those members of staff who will be operating the SIS System.

105/89 SUPPLIES ARRANGEMENTS - CHRISTMAS

Details have been received from Supplies Department over their delivery arrangements over the Christmas period, details of which have already been circulated.

106/89 ANY OTHER BUSINESS

1 New Floor Coverings

New floor coverings will be laid in certain rooms of the Catering Department, the Patient Smoking Lounge, Sisters Office - Male Ward and the upstairs corridor commencing 27 November 1989 with an anticipated completion date of December 2 1989.

2 Income Generation

A representative of 'Fleur Photography' a local photographer will be in the Hospital Boardroom on 12, 13 and 14 December all day and has agreed that any order taken from staff will result in an equivalent monetary donation being made to the Hospital Amenity Fund. Any member of staff interested is invited to visit the Boardroom on these dates.

3 Pest Control Contract

The Pest Control Contract has been renewed and is similar to the existing contract with Rentokil.

4 Retirement - Ron Rutherford

Ron Rutherford will be retiring on 20 December 1989 and a farewell ceremony will be held at Coldeast Social Club on that day between 12.15 and 2pm. Anyone wishing to make a contribution to Ron's retirement present should do so direct to Peter Tierney.

5 Northcott Closure

Mr Collins informed the meeting that Northcott Annexe is due to close in December and it is hoped that patients could be vacated from the premises by 15 December allowing 2 weeks to clear equipment etc. This date of 15 December however has not yet been formally agreed with the Consultants concerned.

Minutes of Gosport HODS 23/11/89 Continued.....

6 Telephones

Mr Collins asked if any Head of Department was aware of an unwanted telephone extension as the Hospital switchboard had now been fully used and no more extensions were available unless one could be offered in return. Mr Saunders said that extension 365 was no longer required and can be recovered.

7 Code of Dress

After discussion it was decided that Female Admin and Clerical staff would be expected not to wear trousers at their place of work and will be required to wear conventional skirt/dress.

8 Name Badges

Mrs Proudfoot mentioned the fact that many people were not wearing name badges. Mr Saunders mentioned that the repeated wearing of name badges held on by safety pins causes damage to clothes and it was agreed that future name badges would have clips rather than pins.

9 Casualty Alarm

Sister Hunter asked if new staff could be informed about the Emergency Casualty bell which when sounded requires assistance in Casualty Department. It was decided to sound the bell on a trial basis at the following times:-

9am Friday November 24
9am Tuesday November 28
2.30pm Friday 1 December

10 Dining Room Closure

Mr Saunders reported that the Dining Room will be shut all next week to enable the laying of vinyl in the Dry Goods Store.

11 Poppy Appeal

Mrs Paxton reported that £43.91p had been raised in the recent Poppy Appeal.

107/89 DATE AND TIME OF NEXT MEETING

The next meeting of the Heads of Departments will be held on Thursday 21 December 12.15pm.