

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYTHE GOSPORT HOSPITALS

Minutes of the Gosport Heads of Departments meeting held on Thursday 26 October 1989

Those Present

Mr Collins
 Mrs Buxey
 Mrs Hayward
 Sr Goldsmith
 Mrs Paxton
 E/N Williams (R'Clyffe)
 Mrs S Proudfoot
 Mrs B Hall
 Mrs I Evans
 Sr Lock

APOLOGIES

Sr Hunter
 Sr Joines
 Mr G Saunders
 Sr Robertson
 Sr Green

Minutes of the meeting held on Thursday 28 September 1989 were accepted as correct.

86/89 MATTERS ARISING78/89 Ambulance Staff Dispute

Several Outpatient appointments have been cancelled because of the Ambulance Staff Dispute. Physiotherapy had concentrated their efforts on treating non-transport patients. There has been no affect on inpatients.

82/89 Operation 'Minotaur'

There have been no problems caused by this, although some outpatients have cancelled their own appointments due to being unable to get to the Hospital.

84/89 d Admin and Clerical

Mr Collins reported that the queries had been referred to Personnel Department who had confirmed that those concerned were on the right pay point. Personnel Department were aware of the anomalies caused by the pay scales and these are being pursued by Region.

84/89 e Generator Testing

Mr Collins reported that the Emergency Generator will be tested at 12.30, that there will be prior notification to the General Office and a further final check before starting the test. It was not possible for dates to be given in advance.

84/89 f X-Ray Corridor

Mr Collins stated that he had been in touch with the Fire Officer who had said that the Exit Door must stay open during Fire Evacuation Exercises, if this was likely to cause problems, a member of staff could be positioned outside the door during the Exercise.

Minutes of Gosport HODS 26/10/89 Continued

84/89 g New General Practitioners

Mr Collins said that he had spoken to Dr Coulson on this issue and asked if he could be informed of any difficulties in the future.

84/89 h Domestic Services

Mrs Proudfoot reported the great improvement to the Domestic Services in the X-Ray Department.

87/89 EQUIPMENT

Mr Collins informed the meeting that a list of equipment which has been ordered will be given to Mrs Evans to ensure that there is no duplication of equipment. He also asked if members could give some thought to preparing lists of new equipment in the event of further monies becoming available.

88/89 REMEMBRANCE DAY

The Remembrance Day ceremony will take place on 12 November 1989 with a rehearsal on Wednesday 8 November 1989 at 3.30pm.

89/89 OCCUPATIONAL HEALTH

Occupational Health Department, Joy Cowan is now operating from St Christopher's Hospital telephone no Fareham 822094.

90/89 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) Patient Survey

A survey is to be conducted on catering arrangements for inpatients which will involve patients being asked to answer a questionnaire over the period October 30 1989 to November 3 1989.

ii) Staff Attitude Survey

Portsmouth Polytechnic will be undertaking a Staff Attitude Survey. Mr Hooper is in consultation with those undertaking this survey, further details will be forthcoming.

iii) Staff Induction Course

Mr Collins reported that the Staff Induction Course had been slightly modified and stressed the need for all new starters, from all disciplines to attend the Induction Course.

91/89 ANY OTHER BUSINESS

1 Road Diversions

Road diversions around the Hospital will be in operation on Sunday November 5 1989 to enable Borough Engineers to repair the Bury Cross Pumping Station.

Minutes of Gosport HODS 26/10/89 Continued

2 Occupational Therapy

A letter has been received from Mrs Steadman, Head OT, Queen Alexandra Hospital, asking for early notification for patients requiring OT treatment or home visits.

3 Change of Base

Mrs Hunt, CNM will be based at Lee Health Centre as from 11 October
Telephone No 553333

4 Annual Leave

Mr Collins reminded the meeting of the need for staff to use their Annual Leave before the end of the financial year/31 March 1990. Carry over of leave will only be granted in exceptional circumstances

5 Facsimile Machine

Mrs Paxton reported that a Fax Machine had now been installed in the Hospital and that a procedure on its use is to be prepared.

6 Medical Certificates

A reminder has been received from Personnel Department that all Medical Certificates for Community Staff must be sent to the Occupational Health Department, St Christopher's Hospital and not to St Mary's Hospital.

7 Mayor's Visit

The Mayor will make the following visits over the Christmas period on December 22 1989:-

Gosport War Memorial Hospital	-10.00am
Redclyffe Annexe	- 10.30am
Blake Maternity Home	- 11.00am
Northcott Annexe	- 11.30am

8 Staff Christmas Party

This will be held in the Boardroom on Wednesday 20 December 1989, between 12.30pm and 4.00pm. Mrs Paxton will co-ordinate the arrangements and will require volunteers from all Departments to assist.

9 Christmas Lunch

The Christmas Lunch will be held on Wednesday 13 December 1989, Mrs Evans will circulate details giving times and venue etc.

10 League of Friends Christmas Fayre

Mrs Paxton distributed leaflets advertising this event together with raffle tickets to be sold and asked those present to help make things for the Fayre, as well as requesting for Jumble and Bric-a-Brac which should be of good quality.

Minutes of Gosport HODS 26/10/89 Continued

11 Physiotherapy Questionnaire

Mrs Hayward reported that the Physiotherapy Department will be conducting a Questionnaire in the month of November which will relate to Outpatients only.

12 Storage of Poison and Flammables in Physiotherapy

Mrs Hayward reported that there was a need for lockable storage of poisons and flammable liquids in Physiotherapy Department. An Equipment Request Form is to be submitted.

13 Dry Cleaning

Mrs Paxton reported that problems were being caused in the collection of money for dry cleaning. A price list will be made available but those requiring cleaning of curtains and duvet covers must first get a quotation from the Laundry and enclose the correct money with the goods.

14 Duty Sisters

Mrs Paxton asked that Duty Sisters' names could be put in the name indicator in the hall.

15 Blake Maternity Home Moves

Mrs Exton reported that she would be vacating her office in the Nurses' Home at Blake as would other users of the ground floor, to make way for the Portsmouth Housing Association to house Mentally Handicapped People there.

16 White Cardboard

Mrs Paxton reported that stocks of white cardboard, ^{instead of} ~~as well as~~ yellow were now available in X-Ray Department.

17 G.U. Clinic

Mrs Hall reported that a new G.U. Clinic would commence on Tuesday ^{afternoon} ~~morning~~. The medical Officer was also willing to see any member of staff for a urological consultation on Tuesday afternoons between 1:30pm and 4.00pm.

18 Eye Out Patients Clinic

An adult ophthalmology clinic will start on December 6, the school clinics will be held on the first and third Thursday mornings of each month.

100/89 DATE AND TIME OF NEXT MEETING

The next meeting of the Heads of Departments will be held on Thursday 23 November at 12.15pm.

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

DISTRICT OFFICES,
ST. MARY'S HOSPITAL,
PORTSMOUTH, HANTS.
PO3 6AD

Portsmouth (0705) 822331 Ext.

Briefing Team Absentees
Date and time briefing held 9.00 a.m. Monday 23rd October 1989
Briefing Team Leader Denis Gibson District Personnel Manager

Note to Briefing Team Leader

- 1 This brief provides the core message – add this information to your own 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 he/she briefs you.

SUBJECTS AND KEY POINTS	NOTES
<p>1. <u>Works Maintenance</u></p> <p>Congratulations to the Works Department staff at Queen Alexandra Hospital and St. Mary's Hospital for success in winning tenders for works maintenance in their Units. Q.A.H. decision some weeks ago: S.M.H. staff learned of their success last week.</p> <p>2. <u>New Training Schools</u></p> <p>W.R.H.A. to invest in new school of Physiotherapy and O.T. to meet Region's requirements for qualified staff. New school will be built in either Southampton or Portsmouth – W.R.H.A. to decide within the next few weeks. Region will also decide then whether to expand Portsmouth's School of Radiography to serve whole Region's requirements.</p>	<p>Portsmouth supportive of it being here.</p>

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<p>3. <u>New District Senior Manager</u></p> <p>Peter Howlett (present Deputy U.G.M., St. Mary's) appointed to new post at District-level. He will be Head of Resource Management, Information and Computing. He takes up new job in November.</p> <p>4. <u>New D.H.A. Members</u></p> <p>3 new members of District Health Authority appointed from 1st October. They are:-</p> <p>Dr. J. R. Neal - a local G.P. Mr. J. R. Bevan - a Consultant at S.M.H. Mrs. A. Vincent-Prior - a T.U. official</p>	

QUESTIONS ASKED	ANSWERS GIVEN