

Tommy

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

THE GOSPORT HOSPITALS

A G E N D A

- 1 Apologies
- 2 Minutes of the meeting held on Thursday 28 September 1989
- 3 Matters Arising
- 4 Equipment MORE MONEY MIGHT BE AVAILABLE - PUT IN
- 5 Remembrance Day Clock - 12th NOVEMBER 12th 8th NOVEMBER
- 6 Occupational Health Change - JOY CONNOR -
- 7 Team Brief
- 8 Any Other Business -
- 9 Date and Time of Next Meeting

LOCAL BRIEF INDUCTION COURSE - MAINLY JEAN COMPTON +  
 FOR NEW STARTERS - REFINANCED PELLEW  
 ONE AT GUMPTON - HAVANT - CITY ETC -  
 NEW STARTERS MUST ATTEND - LET MARGARET  
 KNOW

CONDUCTING  
 PORTSMOUTH POLYTECH - STAFF ATTITUDE  
 SURVEY TOWARDS WORK / EMPLOYER ETC  
 INFO IF AND WHEN KNOWN - 25% staff to be interviewed.

GREENING ADVISOR J. COMPTON - conduct patients  
 survey on feeding - comments for patients

PC/SVN  
19 10 89

23/11/89 12.15

TEAM

F

# PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

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

John Host - C. Deaker  
Mary Epps C. Worsb.

Portsmouth (0705) 822331 Ext.

September 1989

Briefing Team ..... Absentees.....

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 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><u>Chairman's Award for Excellence</u></p> <p>7 individuals and 3 teams (staff of Teekew House, Hayling Island Health Centre and Choices Restaurant, St James Hospital) received award at ceremony after DHA meeting: individual awards to nursing, ancillary and medical staff: cash award ranging from £250 to £1,000. Next award in March 1990. Any member of staff can make a nomination to UGM (DGM in District department) by 10th February.</p> <p><u>Project 2000</u></p> <p>105 students started the first Project 2000 Nursing Course on Monday, 18th September. Portsmouth one of 14 demonstration districts in country leading this new approach to nurse training. DHA thanks all staff in the School and at ward level who have supported this excellent initiative.</p> <p><u>Social Clubs</u></p> <p>DHA concerned that staff (not outside associate members) should influence the running of 4 social clubs in the District. DHA has asked clubs to make changes in their constitution to strengthen staff influence. The DHA encourages all members of staff to join and take part</p>	<p>18 1/2 of white</p> <p>15 Navy } COMMUNITY/OPTIONS</p> <p>64 Adult }</p> <p>8 M.I</p>

SUBJECTS AND KEY POINTS	NOTES
<p>in running their social club. They should have access from time to time to the Gazette and Newsletter to publish activities.</p> <p><u>Lithotripter Appeal</u></p> <p>Launched on Thursday. Target £1 million. DHA will match pound for pound any money raised between now and Christmas.</p>	

QUESTIONS ASKED	ANSWERS GIVEN

Tamm Y

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RX095 29/09/89 15:46 To:503732  
After 2 Retries A/BACK:0705503732  
Actual Destinations :503732  
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PAGE 11

From:0705 698767

From: Personnel Department  
St Mark's House, North End

To: Mr B Hooper, Local Manager/Mr T Abbotts, Premises Manager/Mrs I  
Evans, Patient Care Manager/Mrs M Hunt, Community Nurse Manager/

OUR OCCUPATIONAL HEALTH SISTER IS ON THE MOVE!!

As from 2nd October 1989 Joy Cowan, Community Occupational Health Sister  
will be operating from ST CHRISTOPHER'S HOSPITAL, from this date she can  
be contacted on FAREHAM 822094.

Please would your ensure that all your staff know about this change.

Thanks

Caroline Ridge  
Personnel

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYTHE GOSPORT HOSPITALS

Minutes of the Gosport Heads of Departments meeting held on Thursday 28 September 1989

Those Present

Mr Abbotts  
Mrs Paxton  
Mrs Proudfoot  
Mrs Evans  
Mr Saunders  
Mrs Hayward  
Sr Lock  
Sr Joines  
SN Woodland  
SN Hamblin  
Mrs Chandler  
Mr Collins

74/89 APOLOGIES

Mrs Hall  
Sr Green  
Sr Goldsmith  
Sr Hunter  
Mrs Exton  
Sr Nichols  
Sr Robertson

75/89 MINUTES OF THE MEETING HELD ON Thursday 24 August 1989 were accepted as correct

76/89 MATTERS ARISING

There were no matters arising.

77/89 COMMUNITY WORKS DEPARTMENT

It was noted that the Works Department had now moved into their new offices on the first floor of the Clinic Block at St Christopher's Hospital. The following are their new telephone numbers:-

GENERAL ENQUIRIES FAREHAM 822269  
REPORTING DEFECTS ONLY FAREHAM 822391

78/89 AMBULANCE STAFF DISPUTE

It was noted that other than the Physiotherapy Department there had not been too much disruption to the Hospital with regards to the Ambulance dispute. Mr Abbotts informed the group to only request Ambulance transport for Emergency cases, and patients attending OP Department by ambulance transport should be dealt with immediately, therefore ensuring that patients would be ready for their return journey as soon as possible.

79/89 EQUIPMENT REQUIREMENTS

Mr Abbotts informed the group that we had now ordered most of the Departmental Equipment requirements.

Minutes of Gosport HODS 28 September 1989 Continued .....

80/89 EMERGENCY PROCEDURES

Mr Abbotts circulated an up-to-date copy of the Emergency Procedures, it was noted however that as from 2 October until further notice, Mr Philip Collins home telephone No Cosham 374076 should be used in replacement of Mr Abbotts.

81/89 REMEMBRANCE DAY SERVICE

Mr Abbotts informed Heads of Departments that the Remembrance Day Service would be held at the front of the Hospital on Sunday 12 November 1989. It was agreed that Mrs Evans would nominate a nurse representative of the Hospital to attend this service.

82/89 OPERATION 'MINOTAUR'

Following a general discussion on the above, it was noted that the relevant road closures were displayed on the Hospital Notice Board. It was further noted that any Out Patients appointments etc for patients living within this area are best to be avoided if at all possible, as they will possibly have difficulties in attending during this period.

83/89 TEAM BRIEF

a) Core Brief

Mr Abbotts briefed the Heads of Departments on the core information following which copies were circulated to those present.

b) Local Brief

i) Chairmans Award of Excellence

Mr Abbotts informed Heads of Departments that 4 of the 10 awards had gone to the Community Unit, these included Hayling Island H/C, School Nurse, Health Visitor and H/C Caretaker. Following a general discussion it was noted that nominations for this award could be for individuals, groups or an actual premise.

ii) Community Nursing Services

Mr Abbotts informed the Heads of Departments that following a Consultation Paper with regards to the proposed changes to the Community Nurse Managers Structure, the District Health Authority had now agreed to the implementation of one Community Nurse Manager for each locality.

iii) Northcott House

It was noted that Northcott House Annexe would be closing at the end of this year and that until the new Hospital complex on the main site of Gosport had been completed, these beds would be re-provided in Private Nursing Homes. It was further noted that there would be no redundancies of staff.

iv) Management Arrangements

Mr Abbotts gave the following update on Management Arrangements:-

1. Tony Horne has now taken up his responsibilities as Associate Unit General Manager, and would now be located at St Mark's House.

Minutes of Gosport HODS 28 Sept 1989 Continued .....

2. Tom O'Doherty would be transferring to his new post of Unit Resource Manager as from 2 October 1989.
3. Denise Farmer would become Acting Unit Personnel Officer as from 2 October 1989.
4. Trevor Abbotts would become Acting Local Manager for Portsmouth City as from 2 October 1989 and will be based at Battenburg Avenue.
5. Philip Collins will become Acting Hospital Premises Manager for Fareham and Gosport as from 2 October 1989.
6. Peter Tierney has now received a revised job title, in future he will be known as Unit Works and Support Services Officer, this is to reflect his new responsibilities for the managing of the Unit Catering and Domestic Services Advisers. It was also noted that June Salter, Unit Domestic Services Adviser's Job Title has been amended to Unit Housekeeping Adviser, to reflect the wider duties of her role.
7. John Henly will be moving to his new offices at St Mary's Hospital in early October.

84/89

ANY OTHER BUSINESS

a) Team Brief/Heads of Departments

Mr Abbotts reminded Heads of Departments of the importance of setting up a system whereby their staff has access to the Team Briefing and Heads of Departments papers.

b) Equipment Requirements

Mrs Evans reminded Heads of Departments that it is imperative that when they are up-dating their Equipment Registers, they supply all the relevant information with regards to the equipment they are requesting.

c) League of Friends Fete

Mrs Paxton reminded Heads of Department that the League of Friends Christmas Fete will be held on Saturday 2 December 1989 in the Outpatients Department. The League would gratefully receive any items for the Fete via the General Office.

d) Admin and Clerical

Mrs Chandler asked if any information had been received with regards to the pay queries relating to the new Admin and Clerical structures. Mr Abbotts confirmed that to date no additional information had been supplied although he would again contact the Personnel Department.

e) Generator Testing

After a general discussion it was agreed that the Works Department would be approached to provide us with details of the dates and times of the quarterly generator test.

f) X-RAY CORRIDOR

Mr Abbotts agreed to clarify with the Fire Officer what the position is with regards to the temporary locking of this Exit door during Fire evacuation exercise.

Minutes of the Gosport HODS 28 September 1989 Continued .....

g) New General Practitioners

It was noted that we were still not receiving the relevant information on the new General Practitioners within the locality of Gosport. Mr Abbotts agreed, therefore, to again speak to Dr Sutton-Coulson in relation to this matter.

h) Domestic Services

Mrs Proudfoot raised her concern over the Domestic Services being provided to the X-Ray Department. It was agreed that this matter would be looked into.

85/89 DATE AND TIME OF NEXT MEETING

The next meeting of the Heads of Departments will be held on Thursday 26 October 1989 at 12.15pm.

Mr Abbotts ended the meeting by thanking all of the Heads of Departments and their staff for the support they had given over the past couple of years and wished them well in the forthcoming 12 months.

TA/SVN  
29 9 89