

Rosemary

PORTSMOUTH AND SOUTH EAST HANTS HEALTH AUTHORITYTHE GOSPORT HOSPITALS

Minutes of the Gosport Heads of Departments meeting held on Thursday 27th July 1989.

THOSE PRESENT

Mr. Abbotts
Mrs. Paxton
Mrs. Hall
Mrs. Proudfoot
Mrs. Evans
Mr. Saunders
Sister Green
Sister Goldsmith
Sister Joines
Mrs. Hayward
Sister Nicholls
Sister Lock
Mrs. Buxey

55/89

APOLOGIES

Sister Hunter
Sister Robertson
Mrs. Exton

Mr. Abbotts welcomed Mrs. Francesca Buxey to her first Heads of Departments meeting.

56/89

MINUTES OF THE MEETING HELD ON Thursday 29th June 1989 were accepted as correct.

57/89

MATTERS ARISING50/89 Salaries and Wages

It was reported that the Salaries and Wages Help Desk system was not actually running efficiently at the present time as they were still awaiting appointment of the relevant staff.

58/89

SATISFACTION QUESTIONNAIRE

Mr. Abbotts reminded Heads of Departments that Satisfaction Questionnaires should still be made available to all patients other than long-stay. It was further noted that the last quarter ending June 1989 we had only received 19 completed questionnaires out of a total of 426 admissions.

59/89

CATERING

Mr. Abbotts informed the group that ward kitchen fridges must be set at number 6 during this hot weather and that all items such as salad cream, pickles etc. must be stored in the fridge once they have been opened and not in cupboards. Mr. Abbotts went on to say that the Catering Departments are willing to undertake any private work such as making birthday cakes for any member of staff. Enquiries regarding this service should be directed to Mr. Saunders.

Minutes of the Gosport HODS meeting Thursday 27 July 1989 continued.....

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SUPPLIES ARRANGEMENTS FOR THE AUGUST BANK HOLIDAY

Mr. Abbotts referred to the arrangements for the Stores delivery over the August Bank Holiday during which it was noted that stores would be delivered on Wednesday 30th August 1989 although requisitions for this period must reach the Supplies Department no later than first post on Thursday 17th August 1989 and marked in red across the top of the requisition August Bank Holiday Order for Delivery on Wednesday 30th August 1989.

61/89

INDUCTION PROGRAMME

The group were informed that a days Induction Programme will be commencing shortly for all new members of staff, the first two days courses, however, will include all staff that have been in employment since January 1989. Future courses will be arranged on a quarterly basis.

62/89

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) Community Nursing Changes

Mr. Abbotts informed the group that following a service review proposals are being produced for revised management arrangements and for new neighbourhood based Children/Family and Adult/Elderly teams. The consultation document on the proposals will be released during August and should be finalised in September.

ii) Revised Disciplinary Policy

Mr. Abbotts informed the group that the new Disciplinary Policy and Procedures for dealing with capability and ill health have now been released. It was noted that the main changes is that the appeals against first and final warnings are to Senior Managers instead of DHA members.

iii) Government Response to Griffiths

It was noted that the Government response to Sir Roy Griffiths Report on Care in the Community has now been received. It contained proposals for future funding of residential and domicillary care of the elderly, mentally handicapped and mentally ill people. It went on to state that Social Security funding is to be transferred to the Local Authority Social Services Department who will have responsibility for defining care packages for individual people. More detailed guidelines are needed before the impact on the Health Service can be defined, this is due in a White Paper to be published later in the year.

Minutes of the Gosport HODS meeting Thursday 27 July 1989 continued.....

iv) Re-development of Gosport War Memorial

Mr. Abbotts informed the group that the final Planning Meeting had now been completed with regard to the re-development of Phase I of Gosport War Memorial Hospital, he therefore confirmed that we were now on target for commencement in December 1990. In response to a question raised by Sister Lock with regards to models of the new development, Mr. Abbotts said that hopefully new plans showing room layouts in addition to a model would hopefully be released shortly.

63/89

ANY OTHER BUSINESS

i) Menus

Mr. Saunders informed the group that unfortunately patient menus may be altered at short notice due to the fact that there are many products at the moment which are being withdrawn from use due to the outbreak of various food poisoning reports.

ii) Car Registration Numbers

Following a general discussion on a system of identifying staff cars Mr. Abbotts requested that Heads of Departments informed their staff of the benefits of notifying the Hospital of their car registration numbers.

iii) Bus Timetables

It was noted that a summary of the Bus Timetables is now available and is situated in the main Outpatients Department.

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DATE AND TIME OF NEXT MEETING

The next meeting of the Heads of Departments will be held on Thursday 24th August 1989 at 12.15.

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

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

Portsmouth (0705) 822331 Ext.

Management brief

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>1. <u>Chairman's Awards for Excellence</u></p> <ul style="list-style-type: none"> - Criteria approved by DHA. - Any member of staff may propose a colleague (other than a close personal friend or relative). - Nominations to your Unit General Manager or for District staff to the District General Manager by 10th August. <p>2. <u>Queen Alexandra Hospital - Department of Ophthalmology</u></p> <ul style="list-style-type: none"> - DHA approved appointment of Design Consultants for the new Department of Ophthalmology. - Significant improvement in facilities - 50% more space overall in the out-patient department and access to the main theatres at QAH. - Estimated cost of the scheme £1.6m. 	

SUBJECTS AND KEY POINTS	NOTES
<p>3. <u>St. Mary's Hospital - Entrance Accommodation</u></p> <ul style="list-style-type: none"> - Scheme being developed for a new entrance to St. Mary's - to include shops, new pharmacy etc. - estimated cost £0.5m. <p>4. <u>Northcott House Annexe - Gosport</u></p> <ul style="list-style-type: none"> - Consulting on closure of Northcott House Annexe in Gosport. - Aim to provide equivalent facilities in Havant where clinical need of beds in the community for elderly patients is greater. <p>5. <u>D.N.M.A.C. Advisory</u></p> <ul style="list-style-type: none"> - Muriel Wilson appointed Chairman. - Jean Powell District representative on RNAC. - Rosemary Featch Chairman, District Senior Nurses Group. 	<p>Document now completed Jan NEXT YEAR - JACATING. AS WE DON'T OWN IT IT NEEDED a lot doing to it. Also food patients not provided by WH. not suitable for patients no u. dundones - all posts taken - agency staff will be recruited from agency - beds given to Havant WHIT - being used until 1992 - then will come back</p>

QUESTIONS ASKED	ANSWERS GIVEN