

# PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

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

April 1989.

Portsmouth (0705) 822331 Ext.

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>TIDY UP</u></p> <p>Some hospital buildings are difficult to keep tidy – especially where building work in progress. Don't just leave it to the Domestic Dept – all staff can help – e.g. pick up bits of litter in corridors etc. It's <u>our</u> place of work – keeping it clean and tidy is down to all of us.</p>	<p>INCLUDES HEALTH CENTRES CLINICS.</p>
<p><u>ADMIN &amp; CLERICAL GRADINGS</u></p> <p>New grading structure for A &amp; C staff being negotiated nationally. In the meantime local initiative to improve pay of A &amp; C supervisory staff on Higher Clerical Officer scale. HCOs who supervise other A &amp; C staff will be promoted on a personal basis to Executive Officer Scale I when they have worked on the top of HCO for twelve months.</p>	<p>AUDIO TYPST UP TO PSI</p>
<p><u>PROJECT 2000</u></p> <p>Minister of Health announced P2000 demonstration districts. Portsmouth is one of them – funding details to follow. New training to start September.</p>	<p>SIAM 20/9/89</p> <p>SEAN S. Hooper Requests to SS/W Community Unit AND TEAM EXPLAIN PROJECT</p> <p>PHOS SUPPORT WORKER - TALK ABOUT THE SUPPORT WORKER</p>

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<p><u>EDUCATION CENTRE, ST. MARY'S HOSPITAL</u></p> <p>Contract to build Phase 2 has been let. This extension will house; replacement facilities for Postgraduate Medical Centre, new Library and Lecture Theatre.</p> <p><u>WAITING LISTS</u></p> <p>Continuing dramatic decline in key waiting lists. Well done to everyone.</p> <p><u>INPATIENT WAITING LIST - INCLUDING DAY CASES</u></p> <table border="1" data-bbox="189 712 840 1084"> <thead> <tr> <th></th> <th>March 1988</th> <th>March 1989</th> </tr> </thead> <tbody> <tr> <td>ENT</td> <td>1710</td> <td>1189</td> </tr> <tr> <td>General Surgery</td> <td>1702</td> <td>1190</td> </tr> <tr> <td>Gynacecology</td> <td>1126</td> <td>1025</td> </tr> <tr> <td>Ophthalmology</td> <td>1146</td> <td>998</td> </tr> <tr> <td>Oral Surgery</td> <td>707</td> <td>287</td> </tr> <tr> <td>Orthopaedics</td> <td>1695</td> <td>976</td> </tr> <tr> <td>Urology</td> <td>1727</td> <td>1556</td> </tr> <tr> <td>Total</td> <td><u>9813</u></td> <td><u>7221</u></td> </tr> </tbody> </table>		March 1988	March 1989	ENT	1710	1189	General Surgery	1702	1190	Gynacecology	1126	1025	Ophthalmology	1146	998	Oral Surgery	707	287	Orthopaedics	1695	976	Urology	1727	1556	Total	<u>9813</u>	<u>7221</u>	
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