

DISTRIBUTION

- J. Martin MM 12.16.89.
- C. Mills CAM 5.6.89
- V. Nicholson SUN 9-6-89
- M. Epps MEP 13.6.89
- J. Baker J.P. Baker 7/6/89
- L. Pengelly L. Pengelly
- C. Webb C. Webb
- M. Thompson M. Thompson
- K. Close K. Close
- D. Lobban D. Lobban 2.6.89
- J. Holt J. Holt 13.6.89.
- ~~C. Draper~~ C. Draper 2/6/89
- ~~K. Hillier~~ _____
- B. Quinn Quinn

Please return to Rosemary Paxton Gen. Office

N.H.S. INCOME GENERATION.

MEANS DRY CLEANING NOW AVAILABLE AT BARGAIN PRICES

FROM ST. JAMES HOSPITAL DRY CLEANING UNIT.

TEL : 822331 EXT. 4091.

ANY acceptable garment (e.g. NOT LEATHER) £1.00 + VAT.

CURTAINS start from 35p. per square yard.

MINOR REPAIRS UNDERTAKEN e.g. zips and pockets.

QUALITY cleaning provided by people possessing

QUALIFICATIONS in textile care in a

CARING PROFESSION.

CHRISTMAS

Please note that we need to make a decision at the June Heads of Departments Meeting on this year's Staff Christmas Party.

Could I ask you, therefore, to obtain any suggestions from your staff regarding this.

Thank you.

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYTHE GOSPORT HOSPITALS

Minutes of the Gosport Heads of Departments meeting held on Thursday 25 May 1989.

Those Present

Mr Abbotts
 Mrs Paxton
 Mrs Hall
 Mrs Proudfoot
 Sister Green
 Sister Goldsmith
 Miss Young
 Sr Hunter
 Sr Joines
 Mrs Evans
 SN Mann
 Mr Saunders

38/89 APOLOGIES

Mrs Hayward
 Sr Nichols
 Sr Robertson
 Sr Lock
 Mrs Exton

39/89 MINUTES OF THE MEETING HELD on Thursday 20 April 1989 were accepted as correct.

40/89 MATTERS ARISING

33/89 Laundry Up-grade

Mr Abbotts informed the Heads of Departments that the provisional date for the up-grading of the laundry area is the end of August/September.

35/89/ii/b Ancillary Staff

It was noted that the following had now been agreed as part of the Ancillary Pay Award:-

An increase in the basic weekly rate of pay of £6.70 per non-supervisors and £8.70 for supervisors, enhanceable for all purposes except the calculation of bonus payments.

Also Annual Leave to be put on a current year basis for all staff as from 1 April 1989.

Further details of the above are to follow.

35/89/iv Supplies

Mr Abbotts gave the Heads of Department the details on the background with regards to the new system being implemented within the District. During the discussion it was noted that only certain site locations within the Unit will be used for housing a computer terminal, of which, Gosport War Memorial Hospital will be one.

Minutes of the Gosport HODS meeting held on 25 May continued

41/89 BANK HOLIDAY

Mr Abbotts reminded the Heads of Departments of the Stores arrangements for the Spring Bank Holiday.

42/89 DRY CLEANING SERVICE

Mr Abbotts referred to the new dry-cleaning service available to staff which is organised by the Central Laundry Department. During the discussion Mr Abbotts high-lighted that as this was a private service between staff and the Central Laundry Department, the Hospital would not be held responsible for any loss or damage of any personal garments etc. Mrs Evans went on to say that the laundry driver will call at the Hospital on a Monday, Wednesday or Friday morning, if they are notified that there are items for collection, therefore as staff will have to leave payment with their garment Mrs Evans has arranged for a locker to be situated in the Staff Non-Smoking Lounge, with the key located in the General Office, in order for staff to leave garments for dry-cleaning when not on duty.

43/89 PROGRESS REPORT ON RE-DEVELOPMENT OF HOSPITAL

Mr Abbotts gave the up-dated situation with regard to the re-development of Gosport War Memorial Hospital, during which it was high-lighted that the planning team were still on schedule for commencement in December 1990.

44/89 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) Smoking

It was noted that as part of the Unit Smoking Policy all future advertisements for potential staff will make reference to our Smoking Policy, furthermore, staff were being asked to co-operate by not smoking in public whilst wearing their uniforms. Finally, extra smoking courses were in the process of being arranged which would be free of charge to members of staff.

ii) Alcohol Policy

Mr Abbotts referred to the recent leaflets circulated to members of staff on the Alcohol policy. It was further noted that an Alcohol Road Show would be visiting the Hospital on 13 June 1989 between the hours of 12 and 2, and will be situated in the Boardroom.

iii) Team Brief

It was reported that Team Briefing had now been in operation for one year, staff were therefore asked if they had any comments on the system or any suggestions on improving the system. All comments welcomed by the District General Manager/ Unit General Manager.

Minutes of the Gosport HODS meeting held on 25 May 1989 continued

iv) Pay Awards - Admin and Clerical

It was noted that the Admin and Clerical pay award of 6.5% had now been ~~agreed.~~ *offered.*

45/89 ANY OTHER BUSINESS

1 Fire Exercise - Northcott

Mr Abbotts reported that there would be a full Fire Evacuation Exercise at Northcott House, which will include the Annexe, sometime during the month of June.

2 League of Friends

Mrs Paxton informed the group that the League of Friends were asking for our help in donating any items that could be used for resale at the League of Friends Fete scheduled for Saturday 24 June 1989.

3 Ward Names

It was agreed to now implement the new ward names.

4 Wheelchairs

Following a general discussion on the wheelchairs within the Hospital, it was agreed that a check on their condition would be carried out and if a shortage of chairs within the Hospital is found, we would add details to the Equipment Register, in the meantime all staff were asked to ensure, if possible, that any foot rests etc were reconnected to the wheelchairs after use. It was also requested that staff should ensure that if any food/drink was spilt down the wheelchairs that they be cleaned after use.

5 Female Ward Office

SN Mann asked that if there was a surplus filing cabinet around the Hospital could it be 'directed' to the Female Ward Office. Mr Abbotts agreed to follow this matter up.

6 Catering Lids

Sr Joines raised the problems of cold meals arriving on the Wards and the patient's no. had been rubbed out or smudged from the lids because of condensation and asked if there was any possibility of improving this particular problem. Mr Saunders stated that regrettably other methods had been looked into but without too much success.

7 Side Path - X-Ray

Mrs Proudfoot reported that people were still walking along the path outside X-Ray Room 2, it was therefore agreed to bring this matter to the attention of all staff both within the Hospital and the Health Centre.

8 Children

Mrs Proudfoot asked if there was a policy with regards to controlling unruly children within the Hospital. After a general discussion it was suggested that in situations such as this it was better to point out the dangers that could happen to children running around, to their parents.

Minutes of the Gosport HODS meeting on 25 May 1989 continued

9 Link Corridor

Mrs Proudfoot asked for the co-operation of the staff when using the link corridor in order to alleviate any excess noise such as the door banging.

46/89 DATE AND TIME OF NEXT MEETING

The next meeting of the Heads of Departments will be held on Thursday 29 June 1989 at 1.30pm.

At the end of the meeting Heads of Departments thanked Denise for all her help and co-operation during her employment at the Hospital and wished her well with her new career at Bay House School.

**PORTSMOUTH AND SOUTH EAST
HAMPSHIRE HEALTH AUTHORITY**

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

May 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>THE WHITE PAPER</u></p> <p>No submission has been made either by DHA or management for self-governing trust status for any part of District. No such submission will be made or supported until it is clear that the benefits of the integrated clinical services within the District will continue to be maintained for the benefit of patients.</p>	<p><i>Health Authority</i></p>
<p><u>POLICY ON VIOLENCE</u></p> <p>Increased verbal abuse and violence to NHS from members of public. New DHA policy gives guidance on handling potentially violent situations - training will be organised - DHA will prosecute wilful aggressors - compensate for loss or damage to personal property.</p>	<p><i>Policy will be circulated + Health & Safety Policy in due course will be circulated. H&E Receptionist's Unhygienic practices +</i></p>
<p><u>ADDITIONAL EXPENDITURE</u></p> <p>DHA has approved:</p> <p>(a) Phase II Education Centre at St. Mary's - £1.5 million.</p> <p>(b) Contribution to resiting Social Club at St. Mary's - £15,000.</p> <p>(c) Purchase of land for new Linen Room at St. Mary's - £100,000.</p> <p>(d) Upgrade Ella Gordon Unit - £70,000.</p>	<p><i>HU'S</i></p>

F. Plangy

SUBJECTS AND KEY POINTS	NOTES
<p>(e) Improvements to laundry, St. Mary's - £50,000</p> <p>(f) Information systems - £200,000</p> <p>(g) Purchase and adaptation of property for Mental Health Services - £200,000</p> <p><u>CORPORATE REVIEW</u></p> <p>District on a sound financial base. RGN exam results: 94 students passed out of 96.</p> <p>Non-stock S.I.S. system being extended across the District.</p> <p>New computer based manpower system being acquired.</p> <p><u>Community Unit</u> - design work proceeding well on Petersfield and Gosport Community Hospitals.</p> <p>- Resource Management Project attracting wide interest.</p> <p><u>Mental Handicap</u> - new Chief Psychologist started 1.4.89.</p> <p>- Care in the Community programme made significant progress</p> <p>- Alistair McNaughton - Deputy UGM</p>	<p>MANPOWER SYSTEM. WORKS WITH S.I.S. SYSTEM.</p> <p>DN'S HV'S custody</p> <p>JACKIE SHEPPARD.</p>

QUESTIONS ASKED	ANSWERS GIVEN

SUBJECTS AND KEY POINTS	NOTES
<p><u>Mental Health Unit</u> - Care evaluation package being tested.</p> <ul style="list-style-type: none"> - Second day centre established in Southsea - Kimpton House replaced services for child and family therapy service. <p><u>Queen Alexandra Hospital</u></p> <ul style="list-style-type: none"> - New entrance and shopping mall opened. - Dr. Martin Severs appointed as Director, Clinical Services for the Elderly - Patient Satisfaction Survey - Mrs Pendleton - District Occupational Therapist - currently reviewing all O.T. Services. - Breast Screening Unit was open to the public. <p><u>St. Mary's Hospital</u></p> <ul style="list-style-type: none"> - New plated meal system to be introduced for patients. 	

QUESTIONS ASKED	ANSWERS GIVEN

SUBJECTS AND KEY POINTS	NOTES
<ul style="list-style-type: none">- Co-ordinated major review of out-patient clinics across the District.- 28 letters of complaint and over 250 letters/cards saying 'thank you'. (plus a poem that is being sent to the P.M.)	

QUESTIONS ASKED	ANSWERS GIVEN