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PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYTHE GOSPORT HOSPITALS

Minutes of the Gosport Heads of Department meeting held on Thursday 23 March 1989.

Those Present

Mr Abbotts
 Mrs Paxton
 Mrs Hall
 Mrs Proudfoot
 Mrs Mather
 Mr Oakley
 Sr Joines
 SR Goldsmith
 Mr Saunders

20/89 APOLOGIES

Sr Robertson
 Sr Lock
 Sr Hunter
 Mrs Evans
 Mrs Exton
 Sr Nichols
 Sr Green
 Miss Young

21/89 MINUTES OF THE MEETING HELD ON Thursday 23 February 1989 were accepted as correct.

22/89 MATTERS ARISING101/88/4 X-Ray

Heads of Departments were informed that the work in the X-Ray Department had now been completed, other than the re-surfacing of the floor area which was scheduled for Friday 31 March 1989. It was also noted that during this period the X-Ray Department would be closed. Mrs Proudfoot went on to thank all the portering staff, domestic staff etc for their help and co-operation during this period.

18/89/3 Domestic Services

Mr Oakley informed the group that up-dated lists of domestic staff who were familiar with the various domestic routines within the Hospital were now available on the Notice Board in the Domestic Supervisor's office.

23/89 PHYSIOTHERAPY

Mr Abbotts, on behalf of the Heads of Departments, took this opportunity to thank Mrs Mather for all her support and contribution to the Hospital over the past 20+ years and wished her success in her future role. It was also announced that Mrs Christine Hayward had been appointed as Mrs Mather's successor, which was received favourably by the Heads of Departments.

24/89 FINANCE

Mr Abbotts informed the group that the dead-line for the receipt of any enhancements or additions to staff's pay must reach the Finance Department by the sixth day of each month.

Minutes of the Gosport HODS 23 3 89 continued

25/89 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) Outstanding Orders

Mr Abbotts thanked all those who had responded to the request to clear all outstanding invoices/orders before the end of the financial year.

(ii) Equipment

Mr Abbotts informed the group that the equipment register requests would be circulated to Heads of Departments by the middle of April. He went on to remind Heads of Departments that their registers should also contain items requiring replacement (if any) and not just new additional pieces of equipment.

(iii) Infection Control Policy

Mr Abbotts circulated up-dated copies of the Infection Control Policy.

(iv) Ambulance Car Service

Mr Abbotts informed the Heads of Departments that the Ambulance Car Service Quotas were in the process of being adjusted in order to make the allocations to various Departments more realistic.

26/89 ANY OTHER BUSINESS

1 Mortuary Procedure

In response to Sister Goldsmith's question Mr Abbotts stated that Queen Alexandra Hospital had confirmed that all the local Funeral Directors etc had now been notified that Gosport War Memorial is no longer a public mortuary.

2 DHA Visit

In response to a question raised by Mrs Hall, Mr Abbotts stated that the DHA Members decided on what/where they wished to visit, therefore it was not always possible to include all Department areas.

3 Air Display

Mr Abbotts informed the Heads of Departments that the RAF will be holding an air display on 3 June 1989, during which there may be a possibility of aircraft flying over the Hospital between the hours of 2 and 3.30 in the afternoon.

27/89 DATE AND TIME OF NEXT MEETING

The next meeting of the Heads of Departments will be held on Thursday 20 April 1989 at 12.15pm.