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PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYTHE GOSPORT HOSPITAL

Minutes of the Gosport Heads of Departments meeting held on Thursday 26 January 1989.

Those present Mr Abbotts
 Sister Green
 Mr Saunders
 Sister Robertson
 Sister Nichols
 Mrs Paxton
 Mrs Hall
 Mrs Proudfoot
 Mrs Exton
 Mrs Evans
 Sister Lock
 SN Aldridge
 Mrs Mather
 Miss Young

1/89 APOLOGIES Mr Oakley
 Sister Hunter
 Sister Joines
 Sister Goldsmith

2/89 MINUTES OF THE MEETING HELD ON Thursday 22 November 1988 were accepted as correct.

3/89 MATTERS ARISING

97/88/4 Outpatients Monitoring

As the Outpatient Monitoring Exercise was now coming to an end, Mrs Hall gave the group a brief summary of the exercise. All staff participating in the trial are to be thanked for their co-operation.

101/88/4 X-Ray

The group were informed that the installation of the Data Processing machine for the X-Ray Department had commenced on schedule and that to date no major problems had occurred. It is envisaged that the scheme will last for approximately 6-8 weeks.

4/89 'MATES'

Mr Abbotts informed the group that condom machines are to be installed in the Male and Female toilets of major Health Centres and Hospitals within the Unit. This will mean that in the Outpatients Department at Gosport War Memorial Hospital, a condom machine will be installed in the Male toilet and a condom/tampon machine will be installed in the Female toilet. It was further noted that the Unit would receive 20% of sales as part of the Income Generation schemes.

Minutes of the Gosport HODS meeting 26 January 1989 continued

5/89 LEAGUE OF FRIENDS SUMMER FETE

Mr Abbotts informed the group that the League of Friends Summer Fete will be held on Saturday afternoon of the 24 June 1989. All help from Staff including ideas for stalls etc would be gratefully received by the League.

6/89 CHRISTMAS FOLLOW-UP

Heads of Departments were asked to thank all those staff who were involved in making Christmas '88 most enjoyable for both patients and staff. After a general discussion it was agreed that the following areas should be looked into next year, in order to simplify the Christmas organizing.

Staff Party

It was agreed that the arrangements for the staff functions should be decided upon during the months of July and August rather than November.

Carol Service

To be arranged (as this year) to be conducted around 7.00pm as opposed to later in the evening.

Mayor's visit

The Mayor's Christmas visit to be arranged to take place before Christmas and not on Christmas Day.

7/89 ANNUAL LEAVE

Heads of Departments were reminded that with the end of the financial year in sight all Annual Leave must be taken before the end of March 1989.

8/89 TEAM BRIEFING

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

1 Community Headquarters

The group were informed that the Community Headquarters will shortly be moving to Derby Road, Northend, and that the Child Health Computer Section will be moving to Northern Parade. Details of the new telephone numbers etc will be circulated at a later date.

2 Clinical Nurse Grading

It was reported that due to various delays the hearing of the Nurses' appeals in the Community Hospitals would not now take place until around mid February 1989.

Minutes of the Gosport HODS meeting, 26 January 1989 continued.

3 Annual Plan

Mr Abbotts announced that zero level funding had now been approved therefore for the Fareham and Gosport area this meant that one additional nurse for the Community, 2.4 whole time equivalent NA's and 0.5 whole time equivalent Laundry Assistant for St Christopher's had been given the go-ahead as from 1 April 1989.

4 Discharge Forms

It was reported that a working party were in the process of piloting a new style of discharge form for use by Hospitals. It was envisaged that the piloting would take place at Queen Alexandra St Mary's and Gosport. Further details of the new format would be circulated on completion.

5 Authorised Warning and Dismissing Officers

Mr Abbotts circulated copies of the Unit's Authorised warning and Dismissing Officers.

9/89

ANY OTHER BUSINESS

1 Rear Car Park

Mrs Mather asked what had happened to the up-grading of the rear car park. After a general discussion, Mr Abbotts agreed to look into this matter.

2 FPC Lists

Mrs Hall stated that we no longer seemed to receive copies of the amendments of the General Practitioners from the FPC. Mr Abbotts therefore agreed to follow this matter up.

3 Beds

It was noted that there are various problems within the Hospital for obtaining repairs to beds. Mr Abbotts outlined the new system whereby all beds would be numbered with their own individual numbers, within the Hospital, therefore on completion of this it is hoped that the reporting of beds for repair would be made much easier, and hopefully generate a faster response.

10/89 DATE AND TIMES OF 1989's HEADS OF DEPARTMENTS MEETINGS

The dates and times of the HODS meetings are as follows:-

Thursday 23 February	1989	at	12.15pm
Thursday 23 March	1989	at	12.15pm
Thursday 20 April	1989	at	12.15pm
Thursday 25 May	1989	at	12.15pm
Thursday 29 June	1989	at	12.15pm
Thursday 27 July	1989	at	12.15pm
Thursday 24 August	1989	at	12.15pm
Thursday 28 September	1989	at	12.15pm
Thursday 26 October	1989	at	12.15pm
Thursday 23 November	1989	at	12.15pm
Thursday 21 December	1989	at	12.15pm