

Mrs. Paxton

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITYTHE GOSPORT HOSPITALS

Minutes of the Gosport Hospitals Heads of Departments meeting held in the Conference Room on Thursday 28th July 1988.

Those present: Mr. Abbotts
Sister Evans
Mr. Oakley
Mr. Saunders
Miss Young
Mrs. Mather
Mrs. Exton
Ms. Hawkridge

57/88 APOLOGIES Mrs. Proudfoot
Mrs. Hall
Mrs. Paxton

58/88 MINUTES OF THE MEETING HELD ON Thursday 23rd June 1988 were accepted as correct.

59/88 MATTERS ARISING

82/87 Ward Names

Mr. Abbotts informed the group that signs for the new Ward Names were presently on order and that as soon as they arrive a presentation ceremony will be arranged.

39/88 Management Changes

Mr. Abbotts was pleased to announce that Mrs. Isabel Evans had been appointed to the Patient Care Manager Gosport post, Mr. Abbotts went on to inform the group that the new management structure would therefore come into operation as from 15th August 1988.

60/88 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

i) Appointments

Mr. Abbotts informed the group that Dr. Venkatraman had been appointed Senior Clinical Medical Officer Fareham/Gosport and was due to start next week.

ii) Clinical Grading

Following a general discussion on Clinical Grading it was noted that the required interviews for this exercise were well advanced within the hospital.

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iii) Travelling Fellowship 1988/89

Mr. Abbotts referred to the recent memorandum from the Treasurers Department concerning applications for the 1988/89 Travelling Fellowship he agreed to circulate copies of the memorandum to Heads of Departments.

iv) Business Activities by Health Authority Staff

It was noted that a set of guidelines had been issued concerning the conduct of Business Activities by District Health Authority Staff, Mr. Abbotts agreed to circulate copies of this document to Heads of Departments.

v) Storage of Records

It was noted that there is a possibility that we shall have to house the Units completed records at St. Christopher's Hospital as the present store at St. James' Hospital is now required for alternative use.

61/88 FIRE DRILL

Mr. Abbotts referred to the Fire Officers Report relating to the recent Fire Evacuation Drill held at the hospital on 19th July 1988 it was pleasing to note that the evacuation procedure went well and that all the staff who took part in the exercise should be congratulated.

62/88 PATIENT SATISFACTION QUESTIONNAIRES

Mr. Abbotts gave a summary of the Patient Satisfaction Questionnaires for the quarter ending May 1988 it was noted that only 2 completed questionnaires had been returned to the Gosport Hospital and that 48 returned for Blake Heads of Departments were asked to ensure that patients were given questionnaires to complete on their discharge from hospital. It was further noted that Long Stay patients were not included in the survey.

63/88 Supplies Arrangements for August Bank Holidays

Mr. Abbotts referred to the fact that the Stores Department will be closed on 29th/30th August and this will therefore have an effect on delivery of the Stores. He agreed however to notify Heads of Departments of the date that requisitions will have to be submitted to the Supplies Department to cover this period.

64/88 Health and Safety

Mr. Abbotts referred to the recent District Health and Safety Policy that had recently been circulated and asked Heads of Departments to ensure that their Staff were aware of the Policy.

Used Needles

Mr. Abbotts informed Heads of Departments that if a member of staff accidentally stabbed themselves with a needle they should complete an accident form. If the needle has been used the incident should also be reported immediately to the Occupational Health Department.

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65/88 ANY OTHER BUSINESSi) Hospital Raffles

Miss Young informed the group that £43 had been raised recently from 2 raffles within the hospital.

ii) Correspondence

The group were informed that £500 collected in memory of the late Charlie Hill have been donated to the Diabetic Clinic at Queen Alexandra Hospital.

iii) Income Generation

Ms. Hawkridge informed the group that a member of staff had suggested holding a Car Boot Sale in the car park at the hospital as part of Income Generation. Mr. Abbotts agreed to look into this matter.

66/88 DATE AND TIME OF NEXT MEETING

The next meeting of Heads of Departments will be held on Thursday 18th August 1988 at 12.15 p.m. in the first floor Meeting Room.

TA/LP
29.7.88