

## PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

## THE GOSPORT HOSPITALS

Minutes of the Gosport Hospitals Heads of Departments meeting held in the Conference Room on Thursday 26th May 1988

Those present: Mr. Abbotts  
Sister Evans  
Mrs. Hall  
Mrs. Mather  
Mrs. Paxton  
Mrs. Proudfoot  
Mr. Saunders  
Miss Young

43/88 APOLOGIES:

Mrs. Exton  
Mr. Oakley

44/88 MINUTES OF THE MEETING HELD ON Thursday 23rd April 1988 were accepted as correct.

45/88 MATTERS ARISING82/87 Ward Names

Following a general discussion the group decided on the names of the hospital wards as follows:- Male Ward - Privett, Female Ward - Solent Surgical - Victory Mr. Abbotts agreed to inform the Local Manager and the G.Ps. of the decision. It was further agreed that the winners would be presented with their prizes at a prize giving ceremony.

39/88 Proposed Management changes.

Mr. Abbotts informed the group that following the recent interviews for the posts of Hospital Premises Managers within the Unit the outcome was as follows:-

Havant and Petersfield area - Mr. Barney Jerome as from July 1988

Fareham and Gosport area - Mr. Trevor Abbotts as from 1st June 1988

It was noted that Mrs. Foulcher would remain the Premises Manager for the City of Portsmouth.

81/88 Ambulance Transport

Mr. Abbotts informed the group that the medical staff were/of the system aware for booking ambulance cars.

46/88 TEAM BRIEFa) Core Brief

Mr. Abbotts briefed Heads of Departments on the core information following which copies were circulated to those present.

b) Local Briefi) Appointments

Mrs. Denise Farmer had been appointed Deputy Unit Personnel Officer commencing 27th June 1988.

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Mrs. Margaret Meikle had been appointed District Speech Therapist commencing August 1988.

No appointment had been made to the Unit Planning Officer post.

Mrs. Jenny Whitney had been appointed Community Nurse Tutor replacing Lesley Coles.

The Unit will shortly be advertising for a part-time Senior Medical Officer for the Gosport and Fareham area.

It was noted that Dr. Martin Severs had replaced Dr. John Grunstein as the Consultant Geriatrician on the Unit Management Team.

ii) Finances

It was noted that the Unit ended with a £138,000 overspend at the end of the financial year, therefore a decision on which schemes will be undertaken this year had been delayed until later in the year.

iii) Review of Services

It was noted that Management Services were shortly due to start on the following reviews:-

- a) Microfilming of client records
- b) Levels of Admin. and Clerical services

47/88 EQUIPMENT REQUIREMENTS

Mr. Abbotts asked Heads of Departments if they would return their equipment requirements to him as soon as possible if they had not already done so.

48/88 ANY OTHER BUSINESS

i) League of Friends Fete

Mr. Abbotts referred to Mrs. Paxton's recent memorandum to Heads of Departments relating to this year's League of Friends' Summer Fete, in which she asks for any help and/or donations.

ii) OutPatient Appointments

Mrs. Hall informed the group that since the OutPatient Department had been displaying the numbers of patients who had not attended for their appointments there had been a marked decrease in the number of 'did not attends'. This was welcomed by the group.

iii) Medical Records Department

Mrs. Hall stated that the computer wires were still trailing across the floor of the department. Mr. Abbotts agreed to write to Works Department asking for immediate action in this matter.

iv) Information Boards

Mrs. Proudfoot asked for the latest situation in relation to the Information Boards for the OutPatients Department. Mr. Abbotts informed the group that the board had now arrived and would hopefully be situated in the OutPatient Department shortly. It was further agreed that Mrs. Hall would update the relevant information each month.

v) Hospital Extension

After a general discussion on the recent article in the News referring to the hospital extension, Mr. Abbotts informed the group that the article actually referred to the fact that the District Health Authority had agreed in principle for the go ahead of the hospital extension. It was now however, awaiting Regional approval.

vi) X-Ray Radiation

Mrs. Proudfoot referred to the fact that people were still walking along the outside of the X-Ray Department. Mr. Abbotts agreed to take this matter up with the Works Department again.

vii) Physiotherapy

Mrs. Mather stated that the electric socket for the intercom system was still outstanding. Mr. Abbotts to see the Works Department about this long outstanding request.

49/88 DATE AND TIME OF NEXT MEETING

The next meeting of the Heads of Department will be held on Thursday 23rd June 1988 at 12.15p.m in the 1st floor meeting room.

TA/AM  
2.6.88