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Please return to Denise Young G. Office

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 21st April 1988.

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

29/88 APOLOGIES

Mrs. Exton
Mrs. Hall

30/88 MINUTES OF THE MEETING HELD ON Thursday 3rd March 1988 were accepted as correct.

31/88 MATTERS ARISING82/87 Ward Names

Miss Young presented the group with a list of the names which had been entered for the Hospital ward naming competition. After a general discussion it was agreed that Heads of Department would forward their choice of 4 names per ward to Miss Young by 19th May 1988, in readiness for a final decision to be reached at the next Heads of Departments meeting.

32/88 LOCAL MANAGER'S UPDATEi) Appointment/resignations

Dr. E. Howells has been appointed Specialist in Community Medicine. The following posts were in the process of being advertised:-

District Health Education Officer
Deputy Personnel Officer
District Speech Therapist

ii) Cost Improvement Savings

It was noted that Fareham and Gosport would have to save 1% of the total budgets towards this year's cost improvement schemes.

iii) Recruitment Packages

It had been agreed to produce a series of Recruitment Packages which would be issued to potential employees.

iv) Community Works

Mr. Abbotts informed the group that the Community Works tender had been awarded to Dartmouth General Contractors for general maintenance. The

new contract would hopefully come into force on the 4th July 1988.

33/88 HEALTH PROMOTION DELIVERY SERVICE

The group were informed that the Health Promotion Delivery Service had now changed. It was noted that in future the service would be available five mornings per week rather than the present Tuesday and Friday service only.

34/88 G.L.M. CODES

Mr. Abbotts informed the group that any non stock orders / invoices would now be returned to the unit if they were not correctly completed with the new 9 digit codes.

35/88 DIETICIANS

Mr. Abbotts informed the group that the Dieticians had been asked to undertake a further evaluation of the nutritional standards of the menus within the small hospitals.

36/88 ALCOHOL POLICY

It was agreed to circulate copies of the new District Alcohol Policy to all Heads of Departments.

37/88 PRIVATE TELEPHONE CALLS

After a general discussion on the use of telephones by members of staff Mr. Abbotts agreed to circulate copies of the Treasurer's memorandum to Heads of Departments. It was agreed however that the emphasis should be on discouraging staff from / the hospital telephone system for private calls. using

38/88 SUPPLIES ARRANGEMENTS

Mr. Abbotts informed the group that the Supplies / Stores Department would be closed on Monday 2nd May 1988. However, Monday's delivery would be delivered on Tuesday 3rd May 1988. All other delivery days would remain unchanged. It was noted therefore there was no need to send in double orders for this Bank Holiday period.

39/88 PROPOSED MANAGEMENT CHANGES

Mr. Abbotts referred to Mr. Hooper's recent memorandum dated 31st March 1988 concerning the proposed Management changes. Mr. Abbotts went on to say that the Managers within the Unit would be meeting staff side representatives during the first week in May. Should the outcome of these discussions be favourable, the Hospital/Premises Manager's post would be advertised during the month of May.

40/88 TEAM BRIEFING

A general discussion took place with regard to the implementation of team briefing. In order to conform to the deadlines, the dates of the future Heads of Departments meetings for the remainder of 1988 were set. It was agreed that if Heads of Departments were unable to attend future meetings, a deputy should be sent. If however, this was impossible, Mr. Abbotts agreed to arrange for their Departmental staff to be informed of the relevant information.

41/88

ANY OTHER BUSINESSi) Fire Lectures

Mr. Abbotts reminded Heads of Departments that their Fire Lecture returns for the forthcoming Fire Lectures were required by Wednesday 27th April 1988.

ii) District Food and Health Policy

Mr. Abbotts informed the group that the District Diet and Health Working Group were currently investigating staff "eating habits". They had therefore requested that any members of staff who purchase a meal from the catering department were given a questionnaire to complete.

iii) X-Ray

Mrs. Proudfoot informed the group that a restructure of the Radiology Service within the District has been undertaken, resulting in the Community Hospitals being managed by Queen Alexandra Hospital. It was further noted that the possibility of a District Radiology Adviser was being looked into.

iv) X-Ray Radiation

Mrs. Proudfoot informed the group that people were still walking along the outside of the X-Ray Department. It was therefore agreed to a) issue a memo to staff informing them of the potential radiation from this area and b) to look at the area with the Works Department to see if any further measures can be taken to deter people from using this area as a short cut.

v) X-Ray Referrals

Mrs. Proudfoot asked if X-Ray referrals for In-Patients could be forwarded to the Department sooner.

vi) Wheelchairs

After a general discussion on the condition of the wheelchairs, it was agreed to ask the Porters to undertake a general check of the hospital wheelchairs. It was also noted that if any wheelchairs are seen to be in need of attention they should if possible be referred to the General Office.

vii) League of Friends

Miss Young reminded Heads of Departments that the League of Friends Summer Fayre would be held on Saturday 9th July 1988. If any members of staff had any items which they wished to donate would they please refer them to Mrs. Paxton. Miss Young went on to ask Heads of Departments for their co-operation in selling raffle tickets for the League of Friends. It was further noted that the League of Friends Annual General Meeting would be held on Wednesday 27th April 1988 at 7.00p.m. in the OutPatients Department, during which a talk on the Royal Family would be undertaken by Mr. Colin White.

viii) Spit Bank Fort

Miss Young informed the Heads of Departments that she had received details regarding a supper disco and was willing to organise a social event.

Therefore, if any staff were interested could they please be asked to contact her.

ix) Electric Socket- Physiotherapy Department.

Mrs. Mather mentioned that the additional electric socket for the Physiotherapy Department was still outstanding. Mrs. Paxton agreed therefore to take this matter up with the Works Department.

x) Outside Paths

Mrs. Mather asked if it was possible to have some paths created to the rear of the hospital in order for wheelchair bound patients to become more mobile. Although HODs were agreeable to this suggestion, Mr. Abbotts stated that with the pending extension to the hospital, it was unlikely that this scheme would be taken up.

xi) Hospital Grounds

Mrs. Paxton referred to the litter within the hospital grounds and although the porters were carrying out a "litter patrol" on a regular basis she did ask for the co-operation of all staff with regard to this matter, by picking up any litter they may come across within the grounds.

After a general discussion Mrs. Paxton agreed to look into the possibility of providing additional waste paper bins within the hospital grounds. In the meantime the HODs thanked the porters for their efforts in keeping the grounds litter free.

xii) Ambulance Transport

Mrs. Proudfoot referred to the system regarding the booking of ambulance cars and asked if the Medical staff were aware of the system, as they are the ones who recommend the usage of an Ambulance car for patients. Mr. Abbotts agreed to take this matter up.

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DATE AND TIME OF NEXT MEETING

The next Heads of Departments Meeting will be held on Thursday 26th May at 12.15.p.m. in the 1st floor meeting room.

TA/AM 29.4.88