

MEETING WITH HCOs. Thursday 8th January 1987

Present: Mrs.M. Mills
 Mrs.B. Hall
 Mrs.P. Healey
 Mrs.E. Leythorne
 Miss D.Young ✓

Management Arrangements

The following items were discussed:-

- a) Appointments: Unit Catering Advisor - Mrs. J. Compton
 Unit Domestic Advisor - Mrs. June Salter
 Catering Supervisor, Gosport - Mr.G.Saunders
- b) Responsibilities of Deputy Hospital/Premises Manager
- c) Lines of Communication
- d) Staffing

Heads of Department Meetings

The proposed revised attendance at Heads of Departments meetings was discussed. It was felt by Mrs. Hall and Miss Young that the nonattendance of the Medical Records Officer and General Office Manager would be detrimental to the effectiveness of the meeting.

Equipment - money now available for:-

- a) Typewriters - to be distributed as follows
 1 to Rowner Health Centre, existing machine to General Office.
 ✓ 1 to Gosport Health Centre existing machine to Child Health
 ✓ 2 to Medical Records, existing machines to
 1 - Child Health second one kept as spare.
- b) Pocket Memos - requested one to be Dictaphone, desk top model.
- c) VDU and telephone line to be installed in Medical Records
- d) Filing cabinet for Local Manager

Works

Money available for

- a) Removal of Tanks at rear of hospital
- b) Upgrade female ward bathroom
- c) Rear door of hospital
- d) Replacement windows, female ward sunlounge
- e) Signposting at all premises

Works Requisition Books

HCOs requested to order new style books.

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Supplies

- a) All ordering to be reduced where possible.
- b) Picking Tickets - revised arrangements explained i.e. signed picking tickets will only be returned where an error has been at time of delivery. In that event without delay to the Stores Manager.

Financial Limits/Authorised Signatories

It was explained that the Community Nurse Manager, Senior Dental Officer and Chief Chiropodist were now authorised signatories for Stock and NSR. It was stressed close liaison must take place between Health Centre Managers and these Heads of Service to ensure non-duplication and over stocking does not occur. It was stressed that

all printing and stationery requirements must be ordered by the Health Centre Manager.

Identification of Elderly Patients

A Polaroid camera has been obtained to take photographs of long stay elderly patients for use on the Drug Medicine Chart and Kardex to avoid the use of Identity Bracelets for these patients.

Health Centre Management Meetings

Attendance at these meetings would be by either Mr. Hooper or Mrs. Mills.

Welfare Foods/Milk

Standard prices were being obtained.

Staffing at Rowner Health Centre

Mrs. Leythorne has applied for early retirement on Ill Health Grounds and the G.Ps at Rowner Health Centre have been requested to officially write with regard to employing their own staff. Personnel will be involved immediately this is received.

Domestics - Lee Health Centre

Mrs. Healey reiterated the problems at Lee Health Centre and also queried whether she should now be ordering the domestic supplies.

Caretaker Gosport Health Centre

Problems being encountered were raised.

Gas/Electricity Readings

Forms to be raised locally

Graffiti on Bus Shelter

Mrs. Mills requested to contact Gosport Borough Council