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PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

Minutes of the Gosport Hospitals Heads of Departments meeting held in the Boardroom on Thursday 28th November, 1985.

Those present:

	Mrs. Mills	(in the Chair)
	Mrs. Compton	
	Mrs. Beetlestone	
	Mrs. Gilbey	
	Mrs. Mather	
	Mrs. Proudfoot	
	Miss Young	
	Mrs. Todd	
	Mr. R.Coote	(by invitation)

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|----|-----------|-----------|--------|
| 1. | APOLOGIES | Mrs. Hall | ACTION |
| 2. | MINUTES | | |

The Minutes of the meeting held on 24th October were accepted as an accurate record.

3. THE CHAPLAIN (Mr. Robin Coote)

Mrs. Mills introduced Mr. Coote to the meeting and she and the HODs. welcomed him.

Mr. Coote explained that he and Mr. Chris. Swift would be visiting the Hospital in the future instead of Mr. N. Chatfield, and spoke on the role of the Chaplain to the Hospital. Father Foley and Pastor Mary Sandell visited as representatives of other denominations.

Mr. Coote asked for suggestions from the HODs. for anything they would like from the Chaplains not already provided. Mrs. Todd stated that staff appreciated the service given to the in-patients, and wondered if communion requests could be altered as sometimes the patient is discharged, making a wasted journey for the Chaplain. Mr. Coote suggested a card giving details of services available and Mrs. Gilbey suggested that a book mark would probably be more acceptable.

Mr. Coote asked if visits to the staff from time to time would raise any objections; the HODs. replied they would welcome such visits. Mrs. Proudfoot stated she felt it was a great pity that no Chapel was within the Hospital; Mrs. Todd stated she had requested a Chapel to be incorporated in the previous new hospital plans and Mrs. Mills felt it would be wise to attempt to make such a request again when the new Community Hospital plans were drawn up. Mrs. Mills would endeavour to find a small room for a Chapel to be set up in the meantime.

Mrs. Mills
Mrs. Todd

POST MEETING NOTE: Bag Store at top of ward corridor to be used.

CHOIR AT CHRISTMAS

Mr. Coote asked if last year's format was acceptable for this year. Mrs. Todd felt that Carols only would be better received and a date of Monday 16th December at 7.00p.m. was agreed.

Mrs. Mills asked who was responsible for Blake and Mr. Coote informed her with came under the diocese of Elson. Visits to Redclyffe and Northcott was raised by Mrs. Mills. Mrs. Todd informed Mr. Coote that she welcomed visits as many and as often as could be arranged.

50/85 (i) Christmas Party - Hospital Staff

ACTION

Mrs. Compton reported a total number of 118 to attend the party. Mrs. Todd enquired about the entertainment. Mrs. Mills stated last year's entertainer was prepared to come back if nobody else could be obtained. Outside caterers will be providing the food and this would be served at 8.00p.m.

The Administration Team Christmas drinks and nibbles would be on the same day.

Band Concert and Shopping Trips

Helpers had been noted for the band concert on the 12th December, but help may still be required to take patients on their shopping trips - dates yet to be arranged. Mr. Coote will request volunteers in the Parish Magazine.

Christmas Money

Mrs. Mills reported this had now been received and request could now be made.

(iii) Christmas Fayre 7th December 1985

Mrs. Todd informed HODs that items and donations were still required. Volunteers were needed to help price, set up the stall in the morning, and man the stall in the afternoon, in addition to clearing away afterwards. League of Friends Raffle tickets were still on sale - 450 books had been sold already. Mrs. Todd was running a small raffle at 10p. a ticket.

HODs

51/85 A.O.B. i) State of the Hospital Grounds

Most of the rubbish had been cleared but some items were still there. Mrs. Mills agreed the Council would be contacted again for clearance

Miss Young

Mrs. Gilbey reported that the Council were not cleaning the road right up to Blake and a build-up of rubbish was accumulating. Miss Young will contact the Council.

Miss Young

The Blake palladin was being emptied 5 days a week. Mrs. Gilbey requested clarification of burning rubbish and Mrs. Mills confirmed we were continuing to burn at the present.

vii) G.P. Signatures

Mrs. Mills informed HODs. that Practice Managers had been asked to obtain specimen signatures of all G.Ps. in the practice and to keep us informed in future of any changes at all in the members of staff. i.e. Locum, Trainees and new G.Ps. This will also be brought up at the next Gosport Medical Committee meeting in January.

ix) Health Centre Car Parking

Dr. Sutton-Coulson had telephoned requesting staff to be instructed not to park in the Health Centre car Park. Mrs. Mills informed him of the state of affairs i.e. that this was a communal car parking area. The Hospital car park is to be remarked and parking restrictions plus speed restrictions signs will be ordered. Consultants are finding parking easier now cones are marked for them.

52/85 ANY OTHER BUSINESS

ACTION

- (i) Security of personal possessions of staff working in Health Service Premises.

Mrs. Mills read a memo from Mr. Fraser reminding HODs. that staff should take adequate precautions for the security of their personal possessions at all times while on Health Service premises. The Health Service would not accept responsibility for compensation should thefts or losses occur. Mrs. Proudfoot suggested this should be brought up again the next Health & Safety Meeting. Mrs. Todd thought perhaps the League of Friends could be approached to insure certain items.

- (ii) Window Cleaning

Mrs. Mills reported on the problems with the existing contractors. Mrs. Gilbey stated she was very concerned for security as the window cleaners go through the house on their own and that she is not informed when they will be calling. Mrs. Beetlestone replied that often she is informed very late, but the last occasion she was informed on Friday and did telephone round to inform people.

Mrs. Proudfoot enquired if the fault lay with Coldeast being slow to inform us. Mrs. Mills will investigate.

Mrs.Mills

In some departments the windows were not cleaned on the inside as well as the outside, and clarification would be sought on what exactly the cleaners were contracted to do. HODs. would then be willing to sign a form stating that their department had been visited; It is not intended that the HODs. should inspect windows - merely state that the cleaners had been in the department. Mrs. Mills would contact Mr. Felts at Supplies for a definition of the cleaning contract and request that Hewat House be included.

Mrs.Mills

Mrs.Mills

- (iii) Ambulance Transport

A memo had been received asking that patients be informed of the following:- Patients with morning appointments should be ready for collection by no later than 8.30a.m. and those with afternoon appointments to be ready no later than 1.30p.m. Mrs. Proudfoot requested that a stamp be obtained which would help, as numerous requests went through that department; Mrs. Mills agreed that stamps for various departments would be acquired - total 3 in number.

Mrs. Mills

HODs then discussed the whole of the Ambulance Transport system and stated that it was becoming unsatisfactory.

POST MEETING NOTE: Mr. Williamson has been invited to the next HODs. meeting on 16th January 1986.

- iv) Supplies

Strong feeling was expressed on the new supplies procedure and Mrs. Mills undertook to invite Mr. Peter Cox to the next HODs. meeting. It was felt that to order large quantities of supplies because that was the only way they could be ordered was a waste of resources and storage space, and smaller packs should be set up. Mrs. Gilbey gave an example of 25 vomit bowls per year being used; however, she had to order 500 and therefore had a surplus which she offered to any other HOD.

Mrs.Mills

53/85 DATE AND TIME OF NEXT MEETING

The date of the next HODs meeting will be 16th January 1986 at 11.00a.m. in the Boardroom.