

*Miss Young*

PORTSMOUTH AND SOUTH EAST HAMPSHIRE HEALTH AUTHORITY

Minutes of the Gosport Hospitals Heads of Departments meeting held in the Boardroom on Thursday 24th October, 1985

Those present: Mrs. Mills (in the Chair)  
Mrs. Hall  
Mrs. Mather  
Sister Nichols (in Mrs. Todd's absence)  
Mrs. Proudfoot  
Miss Young

- 1. APOLOGIES Mrs. Beetlestone  
Mrs. Compton  
Mrs. Gilbey

ACTION

Before the meeting commenced Sister Nichols was welcomed in Mrs. Todd's absence and Denise Young was welcomed to her first Heads of Departments meeting.

- 2. MINUTES:

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

- 3. MATTERS ARISING

28/85 iii) Sister Nicols asked what the Mobile Gardening Team was and Mrs. Mills explained the set up i.e. we no longer have Mr. Harvey as our own gardener, but a team of gardeners who visit on a rota system. Mrs. Mills had had occasion to complain already to the Senior Works Officer regarding the state of our gardens and grounds.

The HODs. felt that it was extremely important that the gardens were maintained to the usual high level as we were in the public eye so much and especially as we were in fact a War Memorial. Mrs. Mills asked that any complaints regarding the gardens and grounds should be made promptly to her.

HODs.

38/85 Management Arrangements

Mrs. Mills informed the HODs, that Mr. J. R. Henley had been appointed Unit General Manager to the West. Mr. Henley comes from the Camberwell District and had been based at Kings College Hospital in London. He is serving three month's notice there and at present we do not know his exact starting date. Mr. Bayford has been appointed Unit General Manager to the Mental Handicap Division based at Coldeast.

Mr. G. Wright has been appointed as the new Fire Prevention Officer and would be making a visit to see Mrs. Mills this afternoon. He would be taken on a tour of the Hospital premises and the Health Centre.

- 48/85 LOST PROPERTY

Mrs. Mills asked that HODs. reinforce her memo that had recently been circulated regarding the correct procedure on finding lost property. All items should be immediately taken to the General Office where an official receipt will

ACTION

be issued and the lost property correctly stored. Mrs. Proudfoot pointed out that there were occasions when it would be impossible for a member of staff to be released from the department as the patients were of prime importance. Mrs. Mills agreed that occasionally in such circumstances, a member of staff from General Office could be despatched to collect the item/s.

49/85 CHRISTMAS TREES/TAXIS

It was hoped that Christmas trees would be on sale again this year to staff. Details were requested from HODs. as to the needs of their Departments and trees for staff. Further details regarding costs and delivery date will be notified in due course. Details from HODs. please by 29th November latest, to Miss Young in General Office.

HODs.

Mrs. Mills stated that the normal taxi arrangements would be in operation over the Christmas and New Year period i.e. staff who normally rely on public transport to come to and from work throughout the year, are entitled to taxis when public transport is not running over these two holiday periods. HODs. were requested to inform Miss Young of taxi requirements by not later than 4th December at the latest. Details of Bus and Ferry schedules over this period will be circulated shortly.

HODs.

50/85 CHRISTMAS ARRANGEMENTS

i) Hospital staff Christmas Party  
Mrs. Mills reported that the League of Friends had kindly donated £250 as their contribution towards our Christmas Party this year. There was another £35 which had been donated for the staff and this would be used for the same event. Friday 20th December from 7.00 - 9.30p.m. would be the date for the Party and HODs. were requested to see what their staff felt about the entertainment for this year. Comments no later than 7th November.

HODs.

ii) Christmas Lunch

The Christmas lunch this year would be held on Wednesday 18th December. Mrs. Compton will be circulating costs and times.

iii) Christmas Fayre

Sister Nichols requested donations from the Hospital staff. Everything would be gratefully received and if perhaps not suitable for Christmas could be held over for another time. Mrs. Mills reminded HODs. that the theme for our stall this year was "Christmas Stocking" The League of Friends would have their same stalls again and donations for raffles would be appreciated.

51/85 ANY OTHER BUSINESS

1) State of the Hospital Grounds

Sister Nichols commented on the state of the rear car park. It was littered with many old pieces of furniture etc. Mrs. Mills replied that the Council had been requested to collect same and she will investigate the situation.

Mrs. Mill

Sister Nichols also remarked on the amount of litter round the paladin. Miss Young will request the porters to clear.

ACTION  
Miss Young

POST MEETING NOTE: The paladin is to be replaced in its original site for collections to commence on Monday from the side entrance of the hospital.

Mrs. Mills requested HODs. to promptly report to her any dumping that was discovered in the car park.

HODs.

ii) Tea Trays

Sister Nichols reported that the problem regarding tea trays was still ongoing.

Sister Nichols then pointed out that she felt the fact that a kettle was in the consulting rooms would the Consultant to have afternoon tea was a risk to the Patients. Mrs. Mills replied that the kettle was only heated when patients had been cleared and the clinic was completed. Sister Nichols reported that the tray was cleared, but the kettle was left. Mrs. Mills agreed that a member of pantry staff would be instructed to clear the kettle first thing in the morning.

Mrs. Compton

iii) Standard of cleaning

It was felt by the HODs. generally that the standard of cleaning in the hospital was slipping. Incidents of cobwebs were reported. It was felt that "above the head" cleaning was sparse. Also members of the public had reported on the state of the OutPatients Department recently. Mrs. Mills urged HODs. to report any deficiencies as it was important that standards should be maintained at a high level.

HODs.

iv) Porterage Station

Mrs. Mills asked if any problems had arisen over the Porters new situation. None was reported.

v) Paper Towel Holders

Mrs. Proudfoot enquired what what happening with regard to these holders. Miss Young reported that they were in the process of being amended. Clinical areas who had previously had white towels and holders were being replaced with the same.

vi) Bleeps

Mrs. Proudfoot reported problems over contacting the appropriate member of staff when bleeps were switched from person to person. Mrs. Hall replied that the switchboard was always informed, but Mrs. Mills requested that when an exchange bleep was arranged that the relevant Heads of Department ring round to all other HODs. to inform them of the fact. Mrs. Hall reported that at present she held No. 10 and Mrs. Todd had No.30.

Mrs. Mills

ACTION

vii) Mrs. Proudfoot stated she was extremely concerned at the lack of information from G.P. practices when a new G.P. (or trainee or locum) had joined their ranks. Her department were receiving documents signed by people and they had no way of knowing whether they were bona fide or not. Mrs. Mills agreed to write to the Chairman of the Gosport Medical Committee stating the case with a request that the G.Ps. inform the hospital formally of any changes on their practice.

Mrs.Mills

viii) Mrs. Proudfoot enquired if some members of hospital staff were working flexi hours. Mrs. Mills stated that most of the staff worked part-time hours, but some members were able to work flexi time depending on staffing levels in force at any particular time, i.e. Medical Records staff

ix) Health Centre Car Parking (Rear Car Park)

Mrs. Proudfoot stated she felt very strongly on this subject. Carparking was communal and had always been so since the Health Centre had been built on the original hospital car park. Mrs. Mills reported that members of the nursing staff had encountered problems over parking to load up their vehicles with supplies. The suggestion that two spaces be marked specifically as loading and unloading bays was taken up. Car parking in this area would continue to be communal. However, it was stressed that it was important that the G.Ps. and District Nurses had spaces at the immediate rear of the Health Centre.

Mrs.Mills

Mrs. Hall reported that since the yellow lines had been placed along Bury Road shops a large number of shoppers were now parking in the Hospital/Health Centre car parks. The HODs. felt that this was the case and Mrs. Mills is arranging for the bays to be repainted by the Portering staff.

Mrs. Mills

x) Wiltshire Lamb

Mrs. Mills reported that the Wiltshire Lamb pub had been taken over as a Royal Marines Club and she had received a letter requesting that parking be permitted in the rear car park. She stated that no parking will be allowed by anybody other than hospital staff/patients at any time.

xi) Medical Records/Health Centre access

Mrs. Hall reported that problems were still occurring with staff walking through this area. It was important that staff acknowledge Medical Records personnel as they gain access as her staff are constantly vigilant for intruders. Mrs. Mills will send a memo reminding staff that access should be made via the front of the hospital, and not through the medical records library.

Mrs. Mills

xii) Photocopier

Mrs. Hall stated that the photocopier was being used far in excess of its capacity and that this was legitimate useage. She will be putting in a bid for a larger machine in the next financial year.

Mrs.Hall

ACTION

## xiii) Christmas decorations

Mrs. Hall reported she would ask the local Gosport Guides to decorate the wards and lounges this year.

## xiv) Main corridor

Mrs. Mather was very concerned at the many items being left in the main corridor. This week in particular there had been a large number of CSSD boxes which were very hazardous to her patients, and delivery boxes and containers had also been left in the corridor. Mrs. Mills stated that now that the porters location was in the enquiries office all delivery containers etc. were to be moved to the section of the corridor near the porters rest room. Mrs. Mather suggested the CSSD boxes could be stored behind the screens in the Physio waiting room. Miss Young will inform the Porters. Sister Nicols thanked Mrs. Mather on behalf of the nursing staff.

Miss Young

52/85

## DATE OF THE NEXT MEETING

The date of the next meeting is Thursday 28th November 1985 at 11.00 in the Boardroom