

ACUTE NEWS

April 2000

The Trust's aim - to deliver the best possible health care to our patients.

HEALTH QUALITY SERVICE

- not long to go now until 22 May 2000

- - are you ready???

HQS

The mock survey (7-11 February, 2000) revealed the vast amount of work, which is in progress for the survey, that begins on 22 May, 2000.

The work has involved:

- developing appraisal systems and personal development plans
- clinical incident reporting
- writing and reviewing policies
- risk assessments
- quality improvement plans
- and other important tasks too numerous to mention

During the next few weeks the policies in relation to incident reporting, risk management strategy, confidentiality, communication strategy (revised), complaints (revised), seclusion and restraint and the Trust Quality Improvement Plan will be finalised and circulated throughout the Trust. The document regarding a 'Living Will' (or Advance Directive) is now at the consultation stage.

However, the mock survey revealed, in some areas of the Trust, gaps in the following:

- the need to have completed training records including those for induction
- the need to provide evidence of user involvement and feedback
- programmes of annual fire lectures
- records of meetings where clinical audit issues have been discussed

Please would you ensure that you have all your policies and procedures in place for the survey including:

- Access to Health Records
- Admission - elective and emergency if appropriate
- Complaints*
- Confidentiality*
- Consent
- Discharge
- Health and Safety
- Human Resources
- Incident Reporting*
- Infection Control
- Risk Management Strategy*
- Waste Management

*Available March/April 2000

'Operation Spring Clean' is to take place during the week beginning 10 April 2000. Please discard all clutter and unwanted items to enable all our corridors to be free of clutter and 'date expired' equipment. More information to follow from Gail Chapman who is co-ordinating the operation in conjunction with James Hayward and the Facilities Directorate.

Gail and I hope to visit all Directorates on an individual basis before the survey in an effort to answer any questions and help solve any unresolved problems (in relation to HQS!!) In the mean time please contact either of us if you need help. Thank you for your help and continued support. The 22 May 2000 is not very far away now. Keep up the excellent work - it will be worth it when we get there!!

Anne Williams, HQS Project Manager ☎ 2573 Gail Chapman, HQS project Co-ordinator ☎ 2902

INSIDE: e-library 2, OD News 3, Staff Benefits 5, Smile 6.

e-Library is e-ssential viewing!

If, like this anonamised and bemused reader, you would welcome the opportunity of accessing the library software without a librarian leaning over your shoulder then read on.

24 hour library access is coming soon to a PC near you. If your ward or department is connected to the KGH web, just click on the "library" button on the home page and prepare to be amazed as you are transported into a whole new interactive world.

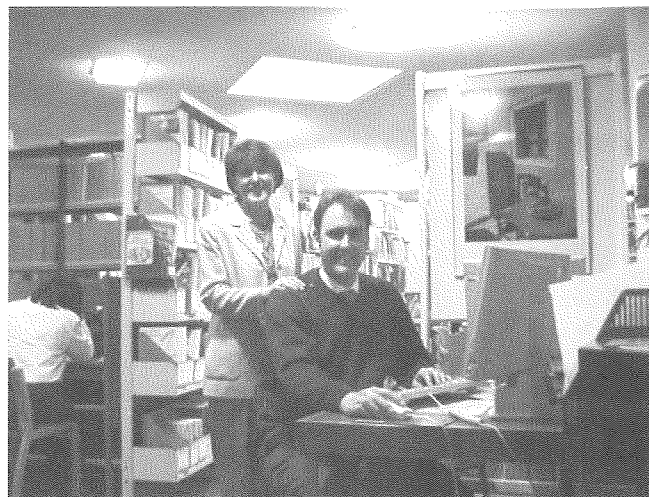
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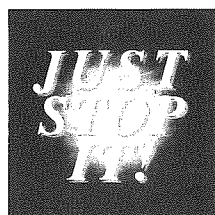
To take advantage of this fantastic offer just contact the library around the end of March so that we can issue you with your pin number. Further details will appear shortly in the news section of the KGH home page.

Go on - We promise it will be more fun than the Dome.



Harassment at Work - Just Stop It

Following the policy on Harassment at Work a leaflet has been produced for all staff detailing their rights and responsibilities under the policy. The leaflet, entitled "Just Stop It" will be distributed to managers who are being asked to ensure that all staff receive a copy. Further copies are available from the Human Resources Department. The leaflet and policy are important steps forward in the Trust's commitment to ensure that no staff encounters any form of harassment at work.



DEALING WITH HARASSMENT AT WORK

A GUIDE FOR STAFF



HIGH DEPENDENCY CARE COURSE

Since December, Debbie Jeffs and Penny Slinn from ICU have been running a one week High Dependency Care Course for ward nurses. The aim of the course is to educate and train ward nurses to care for the more highly dependent patient in the ward area. With increasing demands on ICU, ward nurses are often left to care for patients who ideally should be in a High Dependency Care Unit. When the last course is completed 48 nurses will have attended. So far the course has been well received and Debbie and Penny would like to express their thanks for the valuable feedback from those who have attended so far. They would also like to say thank you to their colleagues for their help with the practice days on ICU.

Penny Slinn, & Debbie Jeffs

CHARITY RUN FOR PHYSIOTHERAPY

I am a Physiotherapist at Kettering General Hospital and on 16th June 2000 I will be running a sponsored 55 mile marathon between Durban and Petermaritzburg in South Africa. I aim to do it in under 10 hours.

The run is on behalf of the Physiotherapy Services in North Northamptonshire to raise money towards buying equipment above and beyond what is normally required to improve upon the quality of service presently provided.

Sponsorship forms can be found in most Wards and Departments around the hospital. Any amount given will be greatly appreciated. All sponsorship monies will go towards physiotherapy services and not to fund the venture. However, to raise money towards the actual cost of taking part I am arranging 2 dances

6th May 2000

Venue: Down Under (with live band)

Price: £5.00

20th May 2000

Venue: Kettering General Hospital Social Club (with live band and disco)

Price: £3.00

Tickets can be obtained from the Social Club or Physiotherapy Department.

Thanks.

Andy Roberts

ARE YOU BREAKING THE LAW?



No, not housebreaking or mugging - but you could be breaking the law and putting the Trust at risk of legal action if you ever copy newspaper cuttings from the newspapers listed below. There is no ban on cutting out original items for your own use, but these must not be reproduced.

Any breach of the copyright law puts the Trust at risk of legal action, and is therefore likely to be a disciplinary offence.

Organisations who wish to make copies of these newspaper cuttings have to register with the Newspaper Licensing Agency and pay a charge. The Trust has opted not to register, but this means that THE FOLLOWING RULES APPLY:

No-one within the Trust must make copies of press cuttings from the newspapers listed below, either

- **systematically, or**
- **even just occasionally, or**
- **by fax or by email to anyone, or**
- **by means of electronic distribution via an intranet.**

Nor without a specific licence from the relevant publisher, must staff send copies of cuttings to business contacts, other organisations or anyone else.

Newspapers covered:

NATIONAL:

Daily Mail	Daily Star	Daily Telegraph
Evening Standard	The Express	Financial Times
The Guardian	Independent	Independent on Sunday
The Mail on Sunday	The Mirror	News of the World
The Observer	The Sun	Sunday Express
Sunday Mirror	Sunday People	The Sunday Telegraph
The Sunday Times	The Times	

SUPPLEMENTAL UK:

The Bath Chronicle	Birmingham Evening Mail
The Birmingham Post	The Coventry Evening Telegraph
Daily Record	Derby Evening Telegraph
Edinburgh Evening News	The European
Evening Express (Aberdeen)	Evening Post (Bristol)
Evening Times	Grimsby Evening Telegraph
The Herald	Hull Daily Mail
International Herald Tribune	Lancashire Evening Post
Leicester Mercury	Manchester Evening News
Nottingham Evening Post	Press & Journal (Aberdeen)
Scotland on Sunday	The Scotsman
Scunthorpe Evening Telegraph	The Sentinel (Stoke on Trent)
South Wales Evening Post	
The Star (Barnsley, Doncaster, Rotherham and Sheffield editions)	
Sunday Business	Sunday Herald
Sunday Mail	The Sunday Mercury (Birm'ham)
Western Daily Press	Western Gazette
Western Morning News	Yorkshire Evening Post
Yorkshire Post	

UNITED STATES

Approximately 30 newspapers including the Wall Street Journal.

STAFF BENEFITS

ATTENTION TO ALL STAFF

This is just a short summary to bring your attention to the many benefits that you as an employee of Kettering General Hospital are entitled to take advantage of.

On our current benefits list we have Companies offering discounts on MOTs, tyres, and exhausts.

Do you need your carpets or suites cleaned?

Are you looking to tone up, there are memberships for local gyms, Leisureforce and KLV.

Holidays are also on offer all year round, look out for posters.

Insurance companies also offer discounts.

There is also a magazine called Club News exclusively for NHS Staff. This magazine has holidays, competitions and offers.

For information of copies of the Staff Benefits list and the Club News please contact me

Liz Bell

Human Resources Office

Tel: extension 2103

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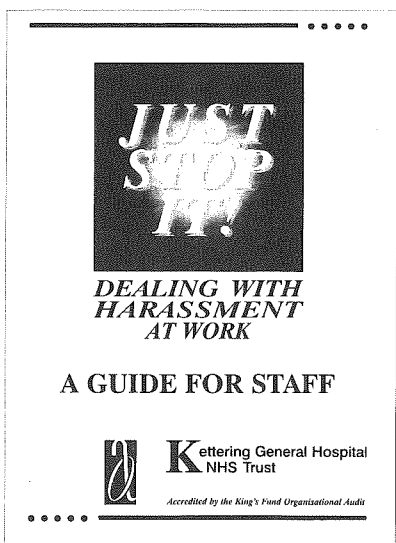
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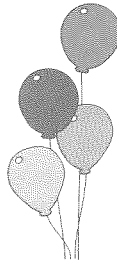
Penny Slinn, & Debbie Jeffs

HOLIDAY PLAYScheme FOR APRIL 2000

For children aged between 4 and 12 years.

The playscheme will be open for
the Easter holidays:

Monday 17-20 April
25 - 28 April inclusive 2000



Sessions:

8.00 am to 1.00 pm
1.00 pm to 5.30 pm

Cost:

:First child: £6.20 for one session/£9.30 whole day.

Second subsequent child:

£5.15 for one session/£8.25 whole day.

The venue for playscheme will be the Recreation Hall
in the Hospital Grounds. For more details and to book
a place or cancellations please contact:

Liz Bell

**Childcare Co-ordinator
Ext 2103 (01536 492103)**



SMILE

December 1999 SMILE LOTTERY WINNERS

1st	£445.58	Susan Boyle Agnes Jackson Ward
2nd	£60.00	Gail Andrews Hotel Services
3rd	£30.00	Tina Brooks Human Resources

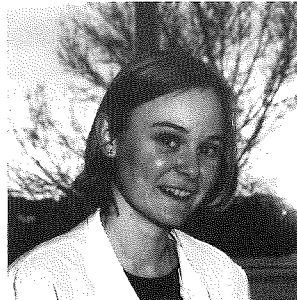
THANK YOU

TRACEY, WOULD LIKE TO TAKE THIS OPPORTUNITY TO SAY THANK YOU TO ALL MY VALUED CUSTOMERS AND FRIENDS FOR THEIR CONTINUED SUPPORT, DURING THE LAST 3½ YEARS OF TRADING AS TRACEY'S FLORAL DESIGN. MY NEW TELEPHONE CONTACT NUMBER IS 01536 524699, IF YOU CANNOT GET ME, PLEASE LEAVE A MESSAGE ON MY ANSWERING SERVICE AND I WILL PHONE YOU BACK ON MY RETURN. ALL LOCAL DELIVERIES ARE FREE.

**ONCE AGAIN A BIG THANKYOU.
KIND REGARDS
TRACEY**

WELCOME!

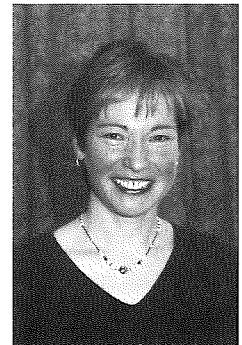
Susan White joined the Pathology Directorate on 8th February 2000 to work in the Biochemistry Department as a senior Biochemist. Susan gained her BSc in Biochemistry and Physiology at Cardiff University. She then moved to the Royal Free Hospital in London where she carried out her basic training and gained an MSC in Clinical Biochemistry and Molecular Biology at Surrey University. Her specialist interests included point of care testing, endocrinology and high performance liquid chromatography. We are delighted to welcome her to Kettering.



LYNDA GIBSON

Lynda joined the Pathology Dept at KGH in 1970 as a Junior Medical Laboratory Technician working in the Haematology section. In 1973 she transferred to the satellite laboratory at Isebrook Hospital in Wellingborough where she worked until 1977 when she left to start her family. She re-joined Pathology in 1989 as a Medical Laboratory Assistant again working in Haematology and in 1992, when the occasion arose, she transferred back to Wellingborough Lab. In 1996 she was promoted to lead the team at Wellingborough. She leaves us to become resident phlebotomist at Gold St surgery in Wellingborough.

We wish her all the best for the future.



NEW APPOINTMENT



Clare Kyprianides commenced with the Trust on 1 March 2000, as Patient Relations & Communications Manager. She will deal primarily with the complaints received by the Trust as well as being responsible for managing internal and external communications with public relations.

Clare has just had a year off work following the birth of her son, Jack. She also has a daughter, Emily, aged 5. Prior to that Clare was working for Borneo Martell & Partners a firm of solicitors in Northampton where she lives.

She is a legal executive and has worked within the legal profession for the whole of her career to date, some 17 years.

She said "I am pleased to be joining the team at KGH and am hopeful that my experience of dealing with many issues of all shapes and sizes will be an advantage in my role as Complaints Manager. I am also anxious to ensure that the good work that takes place in our Directorates is heard by a wide audience. If anyone would like to discuss developments or events that would make interesting stories for the local press, radio or television please get in touch via bleep 595 or extension 2499."

From April, please could staff send articles for the Acute News to:-

**Clare Kyprianides
Patient Relations & Communications Manager
Telephone: extension 2499 or bleep 595**

ACUTE NEWS EDITORIAL TEAM AND ROVING REPORTERS: Chris Pallot, Jean Buswell, Michael Crick, Linda Gale, Lynne McGeorge, Sue Leak, Pat Hooper, Norma Bruce, Pam Roper, June Willis, Kim Litchfield, Hannah Hammond, Margaret James, Andy Hunter, Kay Fox, Kate Varnfield.

PLEASE NOTE NEWS DEADLINE: Items should be sent to one of the above to arrive by the 12th of the month before publication.