| WINMAX CODES<br><br>A.  TRUST STRATEGIC MANAGEMENT | Documents | Available Yes/No | Received Yes/No |
|---|---|---|---|
| A1 Leadership<br>A2 Accountabilities<br>A3 Direction & planning<br>A4 Health econ partnerships<br>A5 Patient & public partners | Organisational Structure 1998 – 2001<br>current board<br>Gosport War Mem<br><br>Annual report 1999-01<br><br>Board agendas 1998- 2001<br><br>Health Improvement Plan 1998 – 2001 (HA)<br>Strategic Direction<br>PCT Consultation (HA)<br>Patient Involvement Strategy<br>SAFF<br>Historical leaflets | √<br>√<br>√<br><br>√<br><br><br><br><br><br><br>√ | √<br>√<br>√<br><br>√<br><br><br><br><br><br><br>√ |

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| WINMAX CODES<br><br>B. SERVICE STRATEGIC MANAGEMENT | Documents | Available Yes/No | Received Yes/No |
|---|---|---|---|
| B1 Leadership<br>B2 Accountabilities<br>B3 Direction & planning | Service Organisational Charts 1998 – 2001<br>2001<br><br>NSF Implementation Plan<br><br>Ward breakdown document<br><br>Divisional review meeting papers | √<br><br><br>√<br><br>√ | √<br><br><br>√<br><br>√ |

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| WINMAX CODES<br><br>C.   QUALITY INDICATORS | Documents | Available?<br>Yes/No | Received<br>Yes/No |
|---|---|---|---|
| C1   Staff attitude<br>C2   Effectiveness &<br>outcomes<br>C3   Access to services<br>C4   Organisation of care<br>C5   Humanity of care<br>C6   Environment | Service Staff surveys<br>1998 – 2001<br>Complaints<br>1998 – 2001<br>Daedalus<br>Dryad<br>Sultan<br>PEAT visit reports?<br>Facilities programme<br>Capital programme | | |

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| WINMAX CODES<br><br>D. STAFFING AND ACCOUNTABILITY | Documents | Available Yes/No | Received Yes/No |
|---|---|---|---|
| D1 Wrkfrc & serv planning<br>D2 Medical accountability<br>D3 Nursing accountability<br>D4 AHP accountability<br>D5 Other staff accountability<br>D6 Out of hours arrangements<br>D7 Team working | Accountability arrangements<br>Out of hours policy<br><br>Supervision arrangements<br>Induction programme<br><br>Agency policy<br>Agency usage<br>GP Contract<br>Skill mix review<br>Vacancy levels<br>1998 – 2001<br>Sickness levels<br>1998 - 2001-11-06 | | |

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| WINMAX CODES<br>E. GUIDELINES, PRACTICES<br>AND PERFORMANCE MANAGEMENT | Documents | Available<br>Yes/No | Received<br>Yes/No |
|---|---|---|---|
| E1    Patient transfer<br>E2    DNR<br>E3    Palliative care<br>E4    Nutrition & fluids<br>E5    Patient records<br>E6    more to be added with team…<br>E7    Trust perf manment<br>E8    Service perf manment<br>E9    Staff perf manment | Patient transfer policy 1998 – 2001<br><br>DNR Policy 1998 – 2001<br><br>Palliative care guidelines 1998 – 2001<br><br>Nutrition guidelines 1998 – 2001<br>Policy for Prevention and Management of Malnutrition (date)<br><br>Patient records guidelines 1998 – 2001 | | √<br><br>√<br><br><br><br><br>√<br><br><br>√ |

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| | Staff appraisal guidance 1998 – 2001 | | |
|---|---|---|---|
| | Policy for psychiatric involvement 1998 – 2001 | | |
| | Nutrition guidance 1998 – 2001 | | |
| | Post-mortem guidelines 1998 – 2001 | | |
| | Death certifying guidance 1998 – 2001 | | |
| | Policy for Prevention and Management of Pressure Ulcers | | |
| | Local audits 1998 – 2001 | | |
| | Sultan ward hip replacement programme with acute trust | | |
| | Falls policy | | |
| | "Stepping Stones" Daedalus | | |

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| WINMAX CODES<br><br>F DRUGS | Documents | Available Yes/No | Received Yes/No |
|---|---|---|---|
| F1    Prescribing<br>F2    Administration<br>F3    Review<br>F4    Recording | Medicine Management Standard (DoH)<br><br>Baseline assessment July 2000<br>2001 progress report<br><br>Controlled drugs policy 1998-2001<br>Wastage guidance 1998 – 2001<br><br>Dangerous/controlled drugs policy 1998 – 2001<br><br>Prescribing policy 1998 – 2001<br>Joint prescription writing policy 2000<br><br>Training content 1998 – 2001<br><br>Administration guidance 1998 – 2001<br><br>Security Measures<br><br>Drugs policy for palliative care<br><br>Policy for assessment and management of pain<br><br>Control & Admin. Of Medicines by Nurses | √<br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br>√<br><br><br>√ | √<br><br><br><br><br><br><br><br><br><br><br><br><br><br><br><br>√<br><br><br><br>√ |

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| WINMAX CODES<br><br>G. COMMUNICATION AND COLLABORATIONS | Documents | Available Yes/No | Received Yes/No |
|---|---|---|---|
| G1    Patients<br>G2    Relative & carers<br>G3    Primary care<br>G4    Acute<br>G5    HA<br>G6    Haslar<br>G7    Social services<br>G8    Nursing homes | Service Patient Leaflets 1998 – 2001<br>Information leaflet (undated)<br>Service Patient Survey<br>1998 – 2001<br>Next of Kin arrangements<br>Customer care training content 1998 – 2001<br>Ward Admission policies 1998 – 2001<br>Ward Discharge policies 1998 – 2001<br><br>Patient flows across the health economy<br><br>Relationships of Elderly Medicine with Community Hospitals | √<br><br><br><br><br><br><br><br><br><br>√<br><br><br>√ | √<br><br><br><br><br><br><br><br><br><br>√<br><br><br>√ |
| WINMAX CODES<br><br>H. END OF LIFE | Documents | Available Yes/No | Received Yes/No |

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| H1   Patient care | Evidence of training?<br>Staff counselling service info | | |
|---|---|---|---|
| H2   Relatives & carers | | | |
| H3   Staff | | | |
| **WINMAX CODES**<br><br>**I.   SUPERVISION AND TRAINING** | **Documents** | **Available<br>Yes/No** | **Received<br>Yes/No** |

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| WINMAX CODES | | | |
|---|---|---|---|
| I1   Medical<br>I2   Nursing<br>I3   AHP<br>I4   Other staff | Whistleblowing policy<br>Medical training<br>Nurse training<br>AHP training<br>Other staff training<br><br>Staff appraisal arrangements<br>1998 – 2001<br><br>Clinical nursing development programme<br>1999<br><br>RCN Gerentological Nursing Programme | <br><br><br><br><br><br><br><br>√<br><br>√ | <br><br><br><br><br><br><br><br>√<br><br>√ |
| | Documents | Available | Received |

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| J COMPLAINTS | | Yes/No | Yes/No |
|---|---|---|---|
| J1    Trust management<br>J2    Ward management<br>J3    Trust lessons<br>J4    Ward lessons<br>J5    Training | Trust Complaints Policy 1998 – 2001<br>2000 policy<br>Service/Ward Complaint Policy<br>Handling patient related complaints | √<br>√ | √<br>√ |
| | Example of Trust lessons learnt<br>Example of Ward lessons learnt<br>Complaint training content<br>Take up of training | | |
| | Your Views Matter leaflet (undated) | √ | √ |
| | Mrs R complaint file<br>Mrs P complaint file<br>Mrs D complaint file | √ | √ |
| | All complaint files for x3 ward 1998-01<br>Action plans for above | | |
| | Miss W complaint file 8/00 | | |
| | Complaints workshop Feb 01 minutes | √ | √ |
| | Audit of IRP process | √ | |
| | Quarterly Complaints reps to Board 1997-01<br>(included in Governance report) | √<br>√ | √ |

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| WINMAX CODES<br><br>K CLINICAL GOVERNANCE | Documents | Available Yes/No | Received Yes/No |
|---|---|---|---|
| K1    Trust arrangements<br>K2    Ward arrangements<br>K3    PCT arrangements | Clinical governance strategy<br>1998 – 2001<br><br>Clinical governance committee structure<br>1998 – 2001<br><br>Risk Management Strategy 1998-2003<br>Risk Management Policy<br><br>Recording & reviewing Risk events (SUI)<br>Quality Strategy<br>Implementation of Clinical Governance<br>Baseline Assessments<br>Annual CG reports 1999-00 & 2000-01<br>CG Development plan 2001-2002<br>Clinical Governance Panel Minutes<br>Whisleblowing policy | √<br><br>√<br>√<br>√<br>√ | √<br><br>√<br>√<br>√<br>√<br>√<br>√<br>√<br>√ |

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