

Gateshead LINK  
Hospital Discharge Procedures Working Group  
Tuesday 5th January 2010  
GVOC



10.30 – 12.30pm

**Minutes**  
**DRAFT**

**1. Welcome and apologies**

**Present:**

Kay Parker	Resident
Robert Buckley	Resident
Lynn Patterson	Resident
Gretel Keadell	Resident

**In attendance:**

Julie Whitehouse	Project Coordinator LINK
Kim Newton	Engagement and Communications Officer LINK
Angie Maidment	Administrator LINK
Annie Murphy	Project Manager LINK

**Apologies:**

None

**Opening remarks**

Kay Parker offered to Chair the meeting and was accepted by the group.

Annie Murphy introduced herself and informed the group that she is attending meetings due to JNs new role that she will be taking up soon with Sunderland PCT.

**2. Minutes of the last meeting and matters arising**

**Matters arising**

**The minutes were agreed with the following additions**

*Safeguarding Adults Policy - North East Ambulance Service (NEAS)*

- DW and KN took the outstanding queries to a meeting on 3rd December 2009 and KN was informed that she would receive answers by the middle of January 2010. KN is to send Sahdia a reminder email. **Action KN**

## **Agenda Item**

### **3. Draft letter to GPs on receiving discharge information - Update (plus PCs responses to date)**

The LINK has contacted 48 GP surgeries in the Gateshead area and to date received 9 replies. A copy of the GP questionnaire and responses received were distributed and discussed. From these replies it is clear that there is a gap between the policy and implementation. It was agreed to send a reminder letter plus original documents to GP surgeries requesting that they complete the questionnaire by 28<sup>th</sup> February 10. **Action AM**

Following this date a report and recommendations will be produced and distributed to appropriate bodies.

### **4. Gateshead LINK Hospital Discharge questionnaire – update**

The finished questionnaire from the printers was distributed. JN informed the group that there had been a misunderstanding with the Gateshead NHS as she thought that they were to place copies in their magazine for the cost of £50 but upon contacting them they informed her that they thought that the LINK was going to supply 10,000 copies of the questionnaire which unfortunately the LINK does not have the budget for. JN did try to place an article in the magazine regarding the questionnaire but had missed the copy deadline. The copy deadline for the next magazine is 12<sup>th</sup> March 2010. All thought it a good idea to find out the copy deadlines for the year and take these dates to the Steering Group. **Action JN**

500 copies have been circulated in the GVOG mailing and KN and AM have cross referenced the list that Ruth completed prior to going on maternity leave (this was distributed to the group), several hundred copies are to be posted this week, they will be going to schools, BME, Libraries etc. **Action KN, AM**

RB is to attend 4 meeting where he is to talk about the role of the LINK and also distribute the questionnaire, he is to email JN with the dates. **Action RB**

### **5. Fire and Rescue Service: Home Risk assessment - Update**

JW gave background information and said this idea originally came from Sefton as it is already in place there. The Fire Brigade in the Gateshead area is keen to become involved in the discharge process and are happy for the LINK to liaise with the hospital on their behalf. At the last meeting at the hospital the LINK was informed

that the point of contact was not known but someone would find out who it was and pass this information on to the LINK. As this issue has been outstanding for some time it was agreed to send a formal letter using the 20 day request rule to Hilary Matthews, CC Chief Executive and Lucia Charnock . **Action JN**

## **6. Meeting with QE Hospital 8<sup>th</sup> December 09 – update**

Information was circulated and discussed. 4 points have been outstanding for some time and as they link into agenda item 5 it was agreed to include them in the formal letter including the dates that this information was originally requested.

**Action JN**

## **7. Re-drafted Hospital Discharge Booklet**

This agenda item also links in to agenda item 5. JN has received an updated draft booklet but this was not the information that was requested, the group wanted to know who was responsible for producing the booklet. These issues were first raised in a meeting on 8<sup>th</sup> October 09 and the formal letter is to include comments from this meeting. The new version was discussed and it was noted that there was very little change. **Action JN**

## **8. Any other business**

- Chairing meetings – members of the Working Groups attended Chair training in December 09 and each Working Group now requires a Chair. Their role will be to facilitate meetings and attend Steering Group meetings with voting rights when required. Various options were discussed and it was agreed that at the start of each meeting the group would be asked if anyone wanted to Chair the meeting and if not a member of the LINK staff would facilitate. It was noted that sometimes the person who was the Chair would not be able to attend the Steering Group meetings and it was agreed that the Governance Document would need to be amended to state that a nominated representative of the Working Group could attend Steering Group meetings and not just the Chair.

## **9. Date and time of next meeting**

**Tuesday 16<sup>th</sup> February 2010**  
**10.30 - 12.30pm**  
**GVOC**