

## Thankyou

### Thank You for your kindness on my retirement

Toni Peacock would like to say thank you to all colleagues and friends for the cards and gifts received on her retirement in February. "After working in Infection Control for just over 17 years, I shall miss working with everyone – Thank you".

Mrs East and staff from Eastern Rover in Chelmsford, who donated £200 towards the purchase of a selection of videos for the children on Stardust Ward (J7) at St. John's Hospital.

The Isthian Chapter no 4566 and the Lodge of Light 2721 donated £62.40 towards the Cardiac Rehabilitation charitable funds.

Mrs Wyman very kindly donated £10 to the staff amenities fund for Ward B26 in appreciation of the treatment and care she received during her stay in hospital.

Mr & Mrs Collins were presented with a certificate of thanks and bouquet of flowers by our chairman, David Bullock and Dr Mahesh Babu for their fundraising efforts for the Neo Natal Unit. They have been raising funds from their paper recycling scheme in Witham for nearly 10 years. Since 2000 their donations have totalled just over £10,000 towards the purchase of special medical equipment to help the nursing staff in their work of caring for the special babies on the unit.

## Bits N Pieces

### NHS Retirement Fellowship

April 30th is our Annual General Meeting. We commence at 1.30pm with a ploughman's lunch prior to the business of the meeting. The venue as usual is St. John's Social Hall.

New members welcome.  
Fee £3.50 per person per annum.

**Please contact Joan Short on 01245 261291.**

## Good luck to everyone participating in the London Marathon on the 13th April

Mrs Falcus was so delighted with the care and treatment given to her grandson, Oliver, during his stay in hospital that she has donated £250 towards the purchase of specialised medical equipment for Sunshine Ward at St. John's Hospital.

Pupils from the Mildmay Infant School and Ms Sarah Brewer, their deputy headteacher, presented a cheque for £255 for the Neo Natal Unit at St. John's Hospital, which they raised from their Christmas 2002 concert.

Mr Featherstone and staff from the Knight Group donated £25 towards the medical equipment fund for the Diabetes Centre at Broomfield Hospital.

Great Baddow Community Association raised £1,150 from their disco and karaoke night in December for the Neo Natal Unit at St. John's Hospital.

Picture courtesy of the Essex Chronicle I to r is Donna Edwards with Neo Natal Nurse Sally



Roberts and the association's treasurer, Marilyn Hobrough.

Mrs Barker-Moore of Brentwood donated some lovely toys to the children on Sunshine Ward at St. John's Hospital.

### Heartfelt Thanks from Jon Facer

My heartfelt thanks to those of you who made a donation in memory of my daughter Tousca, after her untimely passing. A total of £177 has been sent to the Hearts for Kids charity at Great Ormond Street Hospital.

## Broomfield has Comic Relief All Wrapped Up

STAFF at Broomfield thought up some hair-raising stunts to raise money for Comic Relief.



The cadets are pictured wrapping up Cadet Co-ordinator Barbara Rebolini.

Nurses on B22 got involved in the comic capers to raise cash for charity, with 'mad hair' for the day. The NVQ cadets brought some colour to the hospital canteen, offering to bandage up colleagues and managers for a donation.

The stunt, organised by NVQ facilitator Jackie Barker, raised an impressive £221. Congratulations and well done and thank you to all the willing participants!

## Well done Helen Nichols

The paperwork is finished  
And you've crossed the finish line  
Although the work was sometimes hard,  
You've made it in good time.

There's very little you won't be able to achieve  
If in yourself you do believe  
Like we've always believed in you,  
So the best of luck in all you do.

At work you always act serene  
But after work you're a disco queen  
Getting on down to the party scene  
So you're a bit of a dark horse  
It would seem  
Yet a welcome member to any team.

Congratulations Helen on passing your HCA (Level III), from all your friends on Ward J12, St. John's hospital.

## Congratulations to Sarah and Paula

Sarah Smaile, Physiotherapist on our St. Andrew's Burns unit who is also a participant on the current RCN Clinical Leadership Programme has had her article "Non-Invasive Positive Pressure Ventilation in Burns" published by Elsevier Science Ltd.

This success has also led to her being invited to be the Physiotherapy Member for the National Steering Board for the ACTION ON Plastic Surgery Programme.

Congratulations and well done to Paula Colley, Sister in Ophthalmology OPD who has been successful in being appointed as Childcare Co-ordinator.

*Well done to you both.*



**Good Luck to all staff participating in the London Marathon on the 13th April**

### Beverly Malone Visits Broomfield

We were lucky enough to welcome Dr Beverly Malone to Broomfield on Monday 24th February, to have a look at the facilities and meet nurses. Dr Malone is the General Secretary of the Royal College of Nursing – the UK's largest professional union of nurses with a membership of 345,000 nurses, midwives, health visitors, nursing students, cadets and health care assistants.

During her time at the hospital she was shown around general medicine and care of the elderly wards and was also given presentations on the Trust's recent achievements in workforce development and infection control. Dr Malone also met our team of Matrons.



*Pictured is patient Gillian Bolden with General Secretary of the Royal College of Nursing, Dr Beverly Malone.*

## Long Service Awards



*Pictured in the back row, from left to right, are: Sue Bardell (26 years), Victor Nash (34 years), Chris English (41 years), Don Harris (26 years) and Honor Elliston (25 years). Front row, from left to right, are: Patricia Waterhouse (30 years), Caroline Lambert (31 years) and Christine Hitchcock (32 years).*

LONG-serving members of staff have been rewarded and recognised for their commitment.

Nineteen employees, who between them have clocked up an amazing 574 years of service, were invited to attend two special ceremonies with our Chairman David Bullock at Broomfield Hospital.

Among those who attended the first ceremony on the 24th February was Chris English from the Histopathology department, who is retiring after an impressive 41 years. Well done Chris and thank you.

Everyone was presented with a certificate and financial rewards to thank them for their hard work.

Paul Deemer, Head of Personnel, said: "The NHS is built on the loyalty and dedication of its staff. At a local level this loyalty is even more important because it means that our patients have a sense of continuity when they use the hospital's services over a period of time. These long serving staff are the embodiment of this loyalty and deserve this recognition."

### Welcome to our PHLs Colleagues

As some of you might know, with effect from the 1st April 2003, the 37 staff from the PHLs will become part of our Trust. For the time being they will remain at their New Writtle Street offices, but we are hoping that as time goes by and the Hospital has the room, particularly with the redevelopment, our colleagues will join us on the Broomfield site. Dr. Louise Teare, previously consultant microbiologist at the PHLs, has recently been appointed as Clinical Director – Pathology for the Trust, which means that although Dr. Teare is often to be found in the hospital, we will definitely be seeing more of her. Bill Devenish has recently been appointed as Acting Pathology Manager, so we have also had the opportunity to welcome Bill to the Trust.

*We welcome  
**NEWS, VIEWS & COMMENTS**  
from all the hospitals and services  
Contributions for the  
March issue to be received  
by Nikki Airey,  
Broomfield Court  
Annexe, by  
Thursday 10th April*

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## KEEPING THE NHS HEALTHY IN BODY AND MIND

Local therapists keen to provide services to our staff

Phone them now to find out more about what's on offer or to register your interest.

<b>Chris Morrison</b>	Massage Sports Injury Massage	01376 329805
<b>Halima Ali</b>	Acupuncture Aromatherapy	01376 330258
<b>Linda Pickman</b>	Facials Reflexology	01371 850138
<b>Annette Palmer</b>	Aromatherapy	01245 362497 or ext 6023
<b>Caroline Owens</b>	Karate	01245 514570/07814 390525
<b>Shifa Salih</b>	Aromatherapy	01245 224774
<b>Jenny Moir</b>	Keep Fit to Music	01245 440007
<b>Yoly Stephens</b>	Reflexology, Aromatherapy	01376 521186 or on B26 6298
<b>Natalie Reed</b>	Aerobics, reflexology	01376 343784/ 07985082939
<b>Andrew Shapland</b>	Acupuncture	01245 347277
<b>Sandra Ward</b>	Reiki	01245 400174/0787666115
<b>Nadine Pope</b>	Stretch & Tone	ext 5246
<b>Gill Chadderton</b>	Reflexology, Indian Head Massage	01245 463495/077658304
<b>Ann &amp; Graham Dyster</b>	Hypnotherapy Integrative counselling Reiki	ext 4137/01621 893021/07715673941
<b>Cecilia Cronin</b>	Reflexology	01376 341369
<b>Laura Jones</b>	Massage/Reiki	01245 267313/07900807830
<b>Pauline Deal</b>	Body therapies	01245 471863/0771535259
<b>Mick Hollick</b>	Sports Massage Indian Head Massage Reiki	01268 699024/07971692324
<b>Ann Barrett</b>	Singing Workshops	01621 776788
<b>Caroline Langan</b>	Reflexology, Indian Head Massage	01245 284605/07855463340
<b>Dawn Lewis &amp; Cheryl Sly</b>	Aromatherapy Hypnotherapy, Reiki	01376 561678/07747803171
<b>Victoria Rossiter</b>	The Bowen Technique Indian Head Massage	01245 284995
<b>Marion Bray</b>	Manicure/Pedicures	01245 264992/07767617745
<b>Kellie Jones</b>	Pilates/Reiki Reflexology	07775 858037
<b>Graham Dyball</b>	Karate Tai Chi	07976716920
<b>Siobhan Compton</b>	Holistic massage Homeopathy Reiki	01245 450406/07765702900
<b>Marilyn Gill</b>	Reflexology	01376 349937
<b>Ann Marie Cornwall</b>	Reflexology	01245 421480
<b>Samantha Whitwell</b>	Aromatherapy Indian Head Massage Reiki	01245 440778/07958719342
<b>Ian Chapman</b>	Reflexology Hypnotherapy	01702 719071
<b>Deborah Gadd</b>	Reflexology	01268 774714/07789520806
<b>Karen Peters &amp; Tina Lee</b>	Reflexology Reiki, Indian Head Massage	01787 463313/07752607404
<b>Padma Kesav</b>	Massage Aromatherapy Facials	01245 460861
<b>Beverley Cohen &amp; Alan Gee</b>	Reiki	01245 422766

The Trust does not endorse the quality or suitability of any of the services being publicised or offered to staff. The contract for provision of services is between the practitioner/therapist and each individual member of staff.

For further information contact Helen Frances  
– Workforce Development Team on 6397

## Keeping The NHS Healthy

Staff at the Trust are being offered a range of complementary therapies, as part of the Trust's Improving Working Lives scheme. An extremely successful Healthy Living event, which was organised by Helen Frances, was held in the Oasis restaurant at Broomfield on Tuesday 25th February. More than 25 qualified practitioners and therapists were there to advertise their services.

A range of different therapies were on offer including massage, reflexology, reiki, hypnotherapy and even singing workshops as a means of tackling stress, and practitioners offered discounts on treatments to staff.

If you are interested in any particular therapy please contact the respective therapist. Dependant on staff interest and available accommodation,

it is hoped that therapists will be able to offer their services at venues across our different sites.

If you were unable to attend and you haven't seen one of the information leaflets containing contact details for the therapists, we've printed all their details for you here.



Pictured is Caroline Owens, Personnel Office advertising her karate classes.

## Research & Development Open Day - 8th April 2003

On Tuesday 8th April 2003, the Research & Development team will be hosting an Open Day for members of the public and staff to find out more about the types of Research the Trust is involved in. The Open Day will take place in the Medical Academic Unit at Broomfield Hospital.

Invited speakers from around the Trust will provide a fascinating insight into the world of research in a number of key areas. There will also be an opportunity to discuss other research that has been carried out by Trust staff as

they display information of their work over lunch.

The Trust's Chairman David Bullock and Dr Jim Elliott, the R&D Manager at the Department of Health & Social Care, will open the session. Speakers will cover research in Cancer, Cleft, Orthopaedic, Strategic Health Authority, Diabetes, Cardiac, Burns, Paediatric and Obs & Gynae.

For a full timetable and to book your place, contact the R&D Office on 01245 514210 (ext 4210), or email Vicki.chapman@meht.nhs.uk



## HOMES FOR NHS STAFF IN BRAINTREE AND CHELMSFORD

NHS Staff working within the local authorities of Braintree and Chelmsford can now take advantage of a government funded scheme to help them afford to buy their own home!

Moat Housing Group, a housing association based in Sevenoaks, Kent, is working in conjunction with the Trust and Chelmsford and Braintree local authorities to provide loans of around £17,000 to help staff buy their first home on the open market.

There are two options for Moat's Starter Home Initiative:

### SHI Homebuy option:

NHS Staff purchase a property on the open market and fund a minimum of 75% of its market value, usually by taking out a mortgage. The remaining 25% is funded by the scheme as an interest free loan. This is repaid when the property is eventually resold, at 25% of the property value at that time.

### SHI DIYSO option:

NHS staff purchases a share in the property, usually 50% to 75%, and pays a subsidised rent to Moat on the remaining part. Purchasers would have the option to buy additional shares in the property, after one year.

- Applicants must be first-time buyers or hold no interest in any other property at the time of

# More Nurses for our Hospital

ANOTHER scheme to boost the number of nurses at the Trust has proved to be extremely successful. As we all know there is a shortage of nurses throughout the UK, and the Trust has been working hard to ensure that we are well supplied with staff. A recent visit to India secured 122 extra nurses to help the Trust hit ambitious targets set by the government and now a group of Health Care Assistants from the Trust are undertaking their nursing training at Anglia Polytechnic University.

This scheme has been set up to encourage HCAs to train to become registered nurses studying on a full salary rather

than just a student bursary. Eighty per cent of the cost is met by the Essex Workforce Development Confederation while the Trust pays the remaining 20 per cent.

Ten HCAs who have been working for the Trust for at least two years, and have achieved their NVQ Level III, signed up to train as Registered Nurses at a special ceremony at Broomfield this month. They will then return to the Trust as registered nurses in 2005.

Those preparing to undertake their training are: Debbie Faux, Debra Perry, Gillian Joseph, Natalie Sims, Susan Smith, Klara Droog, Rachel Peck,

Denise Bowler, Claire Hawes and Kerry Lambert.

Sally Gooch, our Director of Nursing and Workforce Development, said: "The NHS is full of untapped talent and we are proud to help local people work and learn in our hospitals. It fulfils their potential and, moreover, means we now have a steady supply of nurses committed to working locally in the long term."

The Trust is already looking for the next group of HCAs to undertake their nursing training, with the opportunity being advertised across the sites.



*Pictured are the ten Health Care Assistants who will be undertaking their nursing training with Director of Nursing and Workforce Development Sally Gooch, Student Facilitator Vanessa Davis, Clinical Coach Stephen Singh-Khakhian and Training and Development Manager Cathy Gold.*

application. With a final date for funding to be allocated of March 2004, it is important for all NHS staff who are interested in purchasing their own home to take up this opportunity as soon as possible. You should apply to Moat in the first instance, if an applicant is not eligible for Starter homes money, they will still be considered for all other housing schemes available.

For further details and an information pack, please contact Moat on 07002 662846 or visit the web site at [www.moat.co.uk/keyworkers](http://www.moat.co.uk/keyworkers). Staff from Moat will also be on site on Thursday 3 April 03 to answer any questions and provide further information. You will find them in The Oasis restaurant between 10.00 a.m. and 3.00 p.m. if you wish to find out more.

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## Do you want to know more about research, the use of research evidence or even run a research project yourself?

There are two training days delivered in-house by Dr Phillip Smith and invited specialists. The first is called "Research and Research Evidence". It is hoped that, in time, most staff will attend this. The second is called "Basic Research Skills" and provides researchers and

those wanting to know more about ethical issues and research governance with the skills they will require.

All staff would benefit from attending at least one of these courses.

For a full Training Prospectus or if you would like to book on to any of the courses detailed below, please contact the R&D Office on (51) 4210 or email [vicki.chapman@meht.nhs.uk](mailto:vicki.chapman@meht.nhs.uk)

Training	Date	Time	Venue
Research and Research Evidence	Friday 2nd May 2003	9.30 – 4.30	Training Room, Medical Academic Unit
Basic Research Skills	Friday 6th June 2003	9.30 – 4.30	Training Room, Medical Academic Unit
Research and Research Evidence	Monday 21st July 2003	9.30 – 4.30	Training Room, Medical Academic Unit
Basic Research Skills	Wednesday 10th September 2003	10.30 – 5.30	Training Room, Medical Academic Unit
Research and Research Evidence	Tuesday 7th October 2003	9.30 – 4.30	Seminar Room, St John's Hospital
Basic Research Skills	Tuesday 4th November 2003	9.30 – 4.30	Seminar Room, St John's Hospital
Research and Research Evidence	Monday 12th January 2004	9.30 – 4.30	Training Room, Medical Academic Unit
Basic Research Skills	Monday 9th February 2004	9.30 – 4.30	Training Room, Medical Academic Unit

## Ovid is moving over to Library Skills Training

As from April 1st we shall no longer be offering Ovid training or the Ovid package. However, don't worry you will be having an improved service. We shall be moving over to Dialog, this service will offer you FREE access to 800 full-text journals.

It is important when using a package like Dialog, and the Internet in general, that you have the necessary skills to enable you to search efficiently and productively. To this end we are offering several training sessions to enable you to gain these skills and have time to use Dialog with help at hand.

These are the dates available, please email or phone to book a session, the training will last 2 hours. Please note some of the training is being held at St John's and not at Woodside, to allow more people to be trained as the training facilities are limited at Broomfield.

### Training at Woodside Training Room is available on these dates:

- 7th April: 2pm - 4pm
- 10th April: 11am - 1pm
- 30th April: 11am - 1pm
- 12 May: 10am - 12pm

### Training to be held at St John's:

- Weds 2 April: 10am - 12.00pm
- Tues 15 April: 10am - 12.00pm
- Fri 25 April: 10am - 12.00pm
- Thurs 8 May: 3pm - 5.00pm
- Fri 16 May: 10am - 12.00pm
- Tue 20 May: 3pm - 5.00pm
- Thurs 22 May: 10am - 12.30pm
- Tues 27 May: 10am - 12.30pm
- Fri 30 May: 10am - 12.30pm

Please contact Hannah Edmunds in the Warner Library as soon as possible to book a session as they will be filled up quickly.

## Update on Courses Available to Staff

### Westminster Teamship and Communication

Just to let everyone know that two extra dates have been added for this course, due to demand from our staff.

The dates are :-

**May 8th and 9th and May 19th and 20th**

Both these courses will take place at Melbourne Park

Athletics Stadium and not the Old School of Nursing.

Please contact Nikki Airey via email if you wish to attend any one of the courses. Please remember that this course is open to any member of staff either non-clinical or clinical.

### Appraisal, Behavioural Interviewing & Equality

Places are now available on the pilot 3-day course which

will take place on the following dates : April 8th, 29th, May 16th – participants will need to be able to attend all three sessions.

Training will cover appraisal, development planning, behavioural interviewing, equality and diversity and is aimed at Ward Sisters at the moment because it includes the professional, technical and behavioural competency frameworks.

To book a place please contact Maureen Gowers via email or on Ext 5245.

# MP Sings Praises of Hospital Staff



Alan Hurst, MP for Braintree, visited Broomfield on March 7th to meet staff and patients on a tour of our facilities. During the visit he took the opportunity to present long service awards to ten employees who had been working for the NHS for up to 35 years. Mr Hurst was shown around by our Chairman David Bullock and

visited departments including accident and emergency, outpatients and Biochemistry.

He also looked around the Workforce Development department and the hospital kitchens and restaurant before visiting the wards.

Mr Hurst said: "I am genuinely impressed by the

hospital. I presented certificates to people who have worked here since the 1970s and it has moved on at such an enormous pace since then".

He added: "Walking around Broomfield you get the impression of people working together in a fully co-operative way with a genuinely good relationship between the staff. That really does save lives."

# New Look for Old School

Over the last 3 months work has been carried out to smarten up the Old School of Nursing. The training rooms have been painted, new furnishings have been installed and better



*Pictured: Teresa Chivers, Resus Training Officer*



*Pictured: New members of staff attending induction*

storage facilities fitted. Sincere thanks to Helen Frances for her hard work in progressing this refurbishment. It looks fantastic. Well done.



## 119 participants completed the Health Assessment

WELL announce new free benefits to Mid Essex members

As you know, 150 Mid Essex Hospital Services NHS Trust employees are currently benefiting from free membership of WELL, as part of the Trust's commitment to Improving Working Lives.

As one of the many benefits of WELL membership, all participants were given the opportunity to complete a Health Assessment. Information provided to WELL is given in complete confidence. From the collective results WELL has been able to pinpoint health and wellbeing issues of key importance to the participants.

### What does this mean for the 150 WELL members?

Week commencing 10 March ALL WELL members will receive either an e-mail or postal communication from WELL. Look out for it – it will be your opportunity to participate in this additional programme completely free of charge.

### WELL members take note!

WELL would like you to receive your Rest Easy sleep programme via email wherever possible. If you have NOT provided WELL with your personal e-mail details please do so now via Heather Taylor on 01245 515249 or Heather.Taylor@meht.nhs.uk

WELL is a totally confidential service. Only collective anonymous information is shared with your employee.

## You Can Change the Way Things Work!

In February we wrote to the General/Directorate Managers and Ward Sisters to ask three questions:-

**1. Should we offer all leavers exit questionnaires?** The aim is to get a better idea of why staff leave and what we could have done to encourage them to stay. The survey would be confidential, run by someone independent and external to the Trust.

**2.** Everyone who replied said yes, this is a good idea. Some people said that in other organisations they've worked in this is done on an on-going basis (which we will consider after the pilot). Others agreed that leavers don't feel able to be completely honest if it's their manager or even HR asking. We also need to think about when the optimal time to ask is.

***We are therefore in the process of running the survey on a pilot basis, writing to staff who have left within the last 8 months.***

**3. Should we guarantee an interview to internal applicants who meet the minimum criteria for the post?** We had 18 replies, 17 in favour and only one not. You also suggested that if an internal applicant is not successful at interview, or is not selected for interview, the person shortlisting/interviewing should give them individual, personal feedback.

One person asked whether everyone who shortlists applications knows that the

disability 'two ticks' scheme guarantees an interview to any disabled applicant who meets the minimum criteria. (Personnel will identify this on the application form having reviewed the Equal Opportunities form).

***We do therefore plan to implement this policy.***

**Should we have a centralised 'first stage' process for A&C recruitment?** The process would 'screen' applicants to join a 'pool' from which managers could then draw when interviewing for a post, allowing a much better 'skill matching' between the applicant and the post. We had 14 replies, all in favour.

You also made some useful points. The gap between the first stage 'screening' and being interviewed for a particular post shouldn't be too long, otherwise applicants will become disillusioned. We need to manage expectations carefully. The screening needs to involve things like teamwork and 'terminal digit filing' as well as IT skills. If the testing regime is recognised (eg ECDL units, typing speeds) then it would be useful for the applicants even if not selected.

***We therefore plan to develop this scheme.***

Thank you to everyone who kindly took the time to reply and for the helpful suggestions received. Nick Groves – Director of Workforce Development.

## 'Keeping Your Balance' Stress Management Workshop

Stress is one of the most serious health issues in today's work environment. When people or groups experience stress they will become 'sick' and their ability to cope begins to fail.

### Consider the following

#### FACT

Stress at work in the past 12 months – 11% higher than 2001. If we believe that an environment is placing high demands on us and we have a low level of control, we will experience stress.

#### FACT

In a 2002 survey 64% of UK employees had experienced stress.

#### FACT

In the late 1990s stress resulted in the loss of around 6.5 million working days in the UK a year. The estimated cost was around £370 million a year. The figure is expected to be much higher now.

#### FACT

The British Household Panel Survey (BHPS) concluded that 17.8% of employees showed symptoms of stress-related behaviour. Within the NHS this figure was 26.8%.

#### FACT

Research shows that within the NHS, employees working in 'real' teams, with effective communication, role clarity and social support were less stressed than those not.

#### FACT

By understanding more about stress and behaviour and by developing individual 'coping strategies', we can reduce feelings of stress and increase our personal effectiveness.

Westminster Associates, creators of the very successful 'teamwork and communication' programme, will be running a series of one-day Stress Management workshops, the first of which was held on the 25th March. These workshops are open to any member of staff.

*To apply for a place please contact Maureen Gowers on email or on x5245*

## Written information for patients - what is the process?

### How do I go about writing a patient information leaflet?

There are guidelines provided by the Trust for writing information leaflets. These include guidance on how to comply with various local and national criteria. They have recently been updated following the development of

national patient information guidelines issued by the Department of Health in December 2002.

If you would like a copy, please contact Lesley Guthrie: lesley.guthrie@meht.nhs.uk or ext 4130.

### Is there a Trust database of leaflets?

Yes - there is a database of all Trust approved patient

information leaflets. This will be available shortly via the Trust website. All staff, patients and relatives will be able to download leaflets from the web.

How do I get my leaflet approved, once written? You will need to submit the leaflet to the Trust Patient Information Group via Lesley Guthrie, with a completed checklist (see pages 9 and 10 of

the Trust Guidelines for Patient Information). Once approved, the leaflet will be stamped with the logo and added to the database in pdf format, to ensure that it cannot be altered by anyone afterwards. You will then be sent a reminder to review and update the leaflet every 2 years.

There are various steps you will need to take prior to

## MEHT Department of Clinical Audit

Combined Audit Meeting  
Tuesday 8 April 9:30 – 12:30

### All Staff Welcome

Death Certificates Steven Jenkins  
*Making sense of Death Certificates*

Hospital Mortality Figures (CEPOD) Christobell Hargraves  
*Making sense of Dr Foster, NCEPOD and NICE*

ICNARC TBA  
*How Mid Essex performs in a national audit and what lessons can we learn?*

Breast Surgery The First Amongst Equals Paul Sauven  
*The first national cancer audit*

Day Stay Admission Rates Ronan Fenton  
*Lies Damn Lies and Statistics.  
Moving towards the accepted level*

There will be poster displays of audits performed during 2002.

### Call for posters

If you have performed an audit over the last 12 months and would like to win £100, please submit a poster of your work to:

Rachel Bond  
Clinical Governance Department  
Ground Floor  
Broomfield Court Annexe  
by the 7th April 2003.

All entries will be judged by the Clinical Audit Committee.

submitting the leaflet. These include: ensuring staff and patients have been consulted on issues such as relevance and readability, identifying how much it will cost and the source of funding, and ensuring it includes all risks and benefits about the care / treatment outlined. A checklist is provided within the Trust Guidelines to help you through the process.

#### What is the Patient Information Group?

The current Patient Information Group was set up

4 years ago and consists of staff and patient representatives. They meet once a month to ratify all patient information leaflets submitted via Lesley Guthrie, who provides support to the group. A major part of their workplan this year is to centralise the printing and publishing of all Trust leaflets, and to ensure that all existing leaflets in use within the Trust are added to the Trust database.

## Bob Cotton Citizenship Award - 2003

Do you know someone who is a good role model for others, has made a meaningful contribution to their community, deserves recognition for their efforts. If you do why not consider them for the above award. This is sponsored by Unison but you do not have to be a member to take part. I would be pleased to hear from anyone who is interested in nominating someone to go forward for this award. Closing date for nominations 31 March 2003.

For further details please contact Colin Rolfe via email.

## Fast Track Access to Healthcare

As part of the *Improving Working Lives* strategy, the Trust has been discussing the implementation of a Fast-Track Access Scheme.

In summary, the scheme offers patients who are also members of staff, an outpatient consultation within one month of referral and inpatient treatment within three months, or the next available urgent appointment.

The IWL Project Board has identified a number of principles that would need to underpin the scheme.

- No patient should have an appointment cancelled as a result of the introduction of this scheme.
- Achievement of NHS targets should not be jeopardised as a result of the scheme.
- The scheme should fast-track staff through the normal GP referral process, it does not provide for open access.
- The Trust should be transparent about the scheme and be prepared to justify it to the local population.
- The scheme should be offered only to Trust employees initially. If it proves successful, it could then be offered to primary care staff, for example in a reciprocal basis, or to contacted-out services on site.

This scheme will commence as a pilot on the 1st April 2003 and will be reviewed, after the 6 month pilot period at the beginning of October 2003.

If you have any specific enquiries, please do not hesitate to contact Nick Groves on Ext 4562 or via the internal email.