

Minutes

PPG Meeting
Monday 09 July 2018
6:00pm

Present:

Peter Robinson (Chair) – PR
Tony Pearce – TP
Pam Pearce – PP
Chris West – CW
Ken Sharpe – KS
Beryl Perrin – BP
Dr J Jenkins – JJ
Dr Mohammed Islam (Practice Manager) – MI
Stephanie Chapman (Ass. Practice Manager) – SC
Janita Nixon – Mansfield & Ashfield Clinical Commissioning Group Prescribing Group

Chair:

Peter Robinson

Minute taker:

PR asked for a volunteer to fill the vacant role of Secretary and Minute Taker. Ken Sharpe volunteered and was approved by those present.

1. Introductions

PR welcomed Chris West to the group and explained the format of the meeting. Introductions were made by each of the attendees

2. Apologies:

Apologies were received from:
Gareth Brammer, Sue Holmes and Steve Shaw

3. Presentation:

Janita Nixon Mansfield & Ashfield Clinical Commissioning Group Prescribing Group (MACCG)

A presentation and question and answer session were held with Janita about online GP Services. Particularly referring to increasing patients use of this service and the piloting and introduction of Electronic Repeat Dispensing (ERD) and Electronic Prescription Services (EPS). The group found this session very useful and it was agreed that the group should look forward to supporting the practice in encouraging the uptake and use of the electronic services available. It was suggested that we could tag information on these topics and issues such as screening, to the events we will be running.

Further liaison would be made with the practice (e.g. Sebastian the Pharmacist) to explore ideas which the group could become involved in to this end.

Some group members mentioned that they were not familiar with computers

	<p>so there developments were not easy to take advantage of.</p> <p>PR, on behalf of the group, thanked Janita for her input. Janita then left the meeting. Her presentation will be sent to the group.</p>
<p>4. Minutes from last meeting:</p>	<p>14 May 2018</p> <p>PR reminded the group that the minutes were circulated two weeks prior to the next meeting to allow plenty of time for reading.</p>
<p>5. Matters Arising not covered elsewhere</p>	<p>Matters Arising from the minutes:</p> <p>CW requested clarification on Item 5(1) – MI clarified that Willowbrook Medical Practice (WMP) had ended its contract to manage the Ashfield Medical Practice which, from 2 July 2018, was managed by Harwood Medical Practice. Consequently, that the equivalent of one GP per day would be released back to WMP.</p> <p>BP requested clarification on Item 7(2) – MI gave a brief clarification of the recruitment situation as this issue was raised later in the meeting (Practice Update).</p> <p>There being no further issues arising, the minutes of the meeting held on 14 May 2108 were agreed.</p>
<p>6. Sharing Information:</p>	<p>SC described to the group the need for clarification of individual personal agreement for the sharing of personal information (Data) from the Practice to the group and between individual members of the group.</p> <p>All members of the group personally agreed to the sharing of pertinent information relating to the groups work both from/to the practice and personally between individual members. All members present completed the required authorisation document to this effect.</p>
<p>7. Yearly Partnership Plan</p>	<p>SC presented to the group PR’s document: Proposed PPG Action Plan – Practice Support in Partnership</p> <p>PR led an in-depth discussion concerning the groups need to prioritise issues from the Action Plan.</p> <p>Consequently, it was agreed that the four priorities would be:</p> <ol style="list-style-type: none"> 1. Flu Clinic Support – to be linked with Bowel Cancer and Aortic Aneurysm screening. 2. Improving Practice Access to Appointments for Treatment. <i>(The above two being the initial areas of focus)</i> 3. Communications with Patients and Practice Members.

	<p>4. PPG Membership Recruitment.</p> <p>Further discussions would need be held to tailor the groups actions to these priorities.</p>
<p>8. Practice Update</p>	<p>Input and explanations proved by MI, SC and JJ with Dr C Singh temporarily joining the group for part of this session.</p> <p>i. Extended Access – Sunday and Bank Holiday Provision</p> <p>A new addition to Extended Provision which is a joint pilot enterprise with other local practices to provide appointments on Sundays and Bank Holidays. It was pointed out that whilst there had been uptake there had been a few disappointments with “Did Not Attends” (DNAs) and low uptake to practice nurse appointments. As this pilot moved forward further reports would be made.</p> <p>ii. Staff Recruitment</p> <p>The group were updated as to the latest movements in recruitment of staff at the practice particularly regarding GP recruitment and the difficulty in recruiting experienced community trained nurses, two required. The group were also advised of internal transfers amongst administrative and support staff.</p> <p>iii. Active Ashfield</p> <p>It was reported that Rebecca Phillips of Ashfield District Council’s “Everyone Active” wished to improve links and co-working with the practice. Following discussion, it was agreed that Rebecca should be invited to talk to the group and that MI would facilitate the invitation.</p>
<p>9. Any Other Business</p>	<p>There were no items raised.</p>
<p>10. Agreeing next meeting agenda items</p>	<p>Two items were agreed for inclusion on the agenda for the next meeting</p> <p>Action Plans – Two main Priorities, actions to go forward. Improving access</p>
<p>11. Date of next meeting</p>	<p>It was agreed that the next meeting would be Monday 10 Sept 2018, 6pm at the practice.</p>

The meeting closed at 19:30