

## **IT meeting: 11<sup>th</sup> May 2020**

**Managers Meeting:** No meeting recently

**Corona Virus:** Please continue to adhere to the government's social distancing rules.

**Merger:** The merger went ahead successfully.

**Holiday Reporting:** CH clarified what is meant by holiday reporting this includes request for holiday, cancellations, amendments, postponements.

**Work Load discussed**

**Protocols:** CAH requested that during the slow time all protocols should now be up to date

**Significant Events:** No significant events were discussed.

**Health and Safety:** None

**IG issues/ Training** None

**Any Other Business:** Items discussed

**Date and time of next meeting:** Tuesday 16<sup>th</sup> June 2020

---

## **IT meeting: 05<sup>th</sup> March 2020**

- **Managers Meeting:** CH shared items discussed
- **Corona Virus:** Make sure Hand Hygiene is good, by washing hands with warm water and soap, and use hand sanitiser where possible once any documents from external sources have been touched or dealt with. However try to refrain from using too much hand sanitiser, as it can collect on your hands and generate germs, warm water and soap is the best way of eliminating germs.
- **Merger:** The merger will take place W/C 20<sup>th</sup> April 2020
- **E Consult:** E consult's being used for FIT notes (sick notes) from the 11<sup>th</sup> March 2020,
- **Away day:** There will be an Away Day 18<sup>th</sup> April for the partners ONLY.
- **Sickness Reporting:** CH reminded everyone of the protocol
- **Lunch Breaks:** Lunch breaks are legally required. If you work 6hours or more, you must take at least a 20 minute break, or a maximum of 60 minutes. Lunch breaks must ideally be AWAY from your desk. All lunch breaks MUST BE logged on your timesheets. EVERYONE is also entitled to a 10 minute break, no matter how many hours of the day you work.
- **Working Hours:** Timesheet protocol discussed
- **Holiday Reporting:** Protocol discussed
- **Protocols:** There was nothing to discuss regarding protocols
- **Significant Events:** No significant events were discussed.
- **Health and Safety:** Items discussed
- **IG issues/ Training:** E Consult training to be completed
- **IT/ Scanning:** TPP update

DATE AND TIME OF THE NEXT MEETING: FRIDAY 3<sup>RD</sup> APRIL 2020

---

## IT Meeting Minutes – Tuesday 19<sup>th</sup> November 2019

**Matters arising from minutes of last meeting:** Ceiling lights have been replaced

**Managers Meeting:** There has been no meeting

### **Work Load discussed**

**Protocols:** CG has been asked to write a protocol for letters from Cygnet Healthcare.

CH reminded IT to check Travel Questionnaires have been signed first by a Nurse before scanning.

PCSE have changed their protocol when rejecting registrations.

Baby Packs – JR has updated the protocol

**AOB:** The new Care Co-ordinator covering while SW is on sick leave was confirmed

**Significant Events:** CH updated previous event

**Positive Points:** RJs readcoding training has been really helpful. This will continue on a regular basis.

**Health & Safety:** Nothing reported

**Information Governance:** Nothing reported. CH reminded those who still need to complete their online training. This should be completed by the January meeting.

---

### **Update from Management Meeting**

- ***Call Centre*** - the call centre is now up and running
- ***Flu*** - there will be no mass clinics this year and notes need to be inputted by the clinician doing the vaccination. Vaccinations are to be done in surgery time but there will also be weekend appointments.
- ***P.C.P*** (Primary Care Plus) - wound care is now being offered at Coleman Street.
- ***Social Prescriber*** - Lynne has now started and is going to be doing clinics with patients.
- ***Christmas Fayres*** - The Chaddesden Christmas Fayre is on 1<sup>st</sup> December outside Catherine's Coffee Shop and the Borrowash Christmas Fayre is on 29<sup>th</sup> November.
- **MOLS** (Medicine Order Line) - this starts on 20<sup>th</sup> November; this will be a prescription order line. Patients are to phone the number (0115 855 0260) as oppose to bringing a letter into the surgery. The phone line will be open Monday - Friday 9-4pm (excluding B/H's) For those patients unable to use the telephone, they will still be able to order their prescriptions over the counter.

### **Health and Safety**

- No issues.

### **Protocols**

Updates/amendments on;

- Travel form
- GMS1
- Flu notifications
- Baby registrations

### **Significant Events: one item discussed**

**IG Training** - No issues.

### **Other Business**

***Post*** - The post downstairs has gone early a few times previously but this seems to have been resolved now and reception are letting everyone know if the post is going early.

---

### IT meeting – 09/09/2019

**Notes from previous meeting:** reviewed

**Uni Weekend:**

**Staffing:** Still looking for IT apprentice – interviews 17<sup>th</sup> September

**Word Load:** protocols discussed

**Health and Safety:** No problems at present

**Significant Event** discussed

**Positive Points:** Discussed

---

### IT MEETING – 16 JULY 2019

**Matters arising:** Items were discussed from the previous meeting

**Managers Meeting:** Discussed

**Staffing:** 4 new Receptionists and a Reception Administrator have been appointed.

1 reception apprentice has been appointed who starts in September

A new secretary starts September

New Practice Nurse starts 22 July

Dr Samant is staying a further 6 months

Dr Ludlow back in September

3 new Registrars start August

Advertised for another Pharmacist

Advertised for a Social Prescriber [who will have knowledge of groups in area and offers support etc to patients] –

NP to start in IT Admin office end of July

**Workload** discussed

**Significant Events** were discussed

**Positive points** discussed

**Health and Safety:** 1 item

**IG Issues/Training** All staff who have not completed to have IG training to be done by next month

**Protocols** discussed

**Any Other Business:**

---

### IT Meeting Friday 14<sup>th</sup> June 2019

**Matters arising from previous meeting:** The daily scanning rota is to be updated with the Doctor on call for today not the next day.

**Update from Managers Meeting** There were no managers meeting so there are no updates at this present time.

**Staffing:** Interviews are to be held. There are 9 candidates. There will be two 24 hours posts available.

We are also advertising for a full time apprentice.

**Workload** items were discussed

**Protocols** were discussed

**Significant Events** These are discussed at the Managers meetings and then filtered back to the IT team

**Positive points** discussed

**Date and time of next Meeting** Tuesday 16/07/19