

The Park Medical Practice/ Oakwood Surgery
Nurse team meeting 10th December 2019

- Feedback- CQC inspection went very well, the feedback on the day was positive.
- Immunisations & vaccinations- The practice is to continue offering influenza vaccinations to all outstanding patients.

Changes to the infant pneumococcal conjugate vaccine (PCV) schedule to be taking place in the New Year (2020). Please cascade the following information to all relevant personnel

It was confirmed in April 2019 that England will follow a 1 + 1 PCV schedule, based on the advice of the Joint Committee of Vaccination and Immunisation (JCVI). Public Health England reconvened the PCV project board in May 2019, with NHS England and Improvement and the Department of Health and Social Care, to implement the recommended changes. A decision on which birth cohort this will be implemented for has now been made. All infants born on or after **1 January 2020** will be offered the updated schedule, (referred to as a 1 + 1 PCV schedule). This will be a single dose of PCV13 alongside the routine DTaP/IPV/Hib/HepB and rotavirus **immunisations** at 12 weeks of age, followed by the PCV13 booster on or after the first birthday. This 1 + 1 schedule will replace the previous schedule of 2 + 1 (at 8 and 16 weeks, and the booster dose given on or after the first birthday).

All infants born before and including 31 December 2019 will remain on the 2 + 1 schedule.

The impact to the schedule will come into effect in late February 2020; when babies in the first cohort will no longer require an 8-week PCV dose. The first vaccines to be given on the new 1 + 1 schedule will start in late March 2020 when infants born on or after 1 January 2020 attain 12 weeks of age.

Further details will be published in the December issue of Vaccine Update, with all resources and materials made available in December and January 2020.

- QOF- JL discussed Quality Outcomes framework with the team.
- Infection control- reports that the Hub are not emptying clinical waste. JL to report to HS.
- Health & safety- No issues identified.
- Information Governance- No issues identified.
- CQC – As discussed
- Significant events- No Si reported this month.
- Any other business- Issues with the Courier Service discussed.
New Smear information leaflets for patients shared with the team.
Positive points-
JL thanked all of the nursing team for all of their hard work and support over the last year. 2019 has been a challenging year for the whole team with lots of pressures and changes.
Clinical supervision discussed.

Date of next meeting. Thursday 16th January 2020

The Park Medical Practice/ Oakwood Surgery
Nurse team meeting 14th November 2019

- Welcome- JL welcomed the visiting CQC inspector.
- Audit - JL discussed her audit on women with learning disabilities and attending for breast screening. Attached.
- Significant events- JL discussed 2 SIs
 1. Un- labelled smear sample.
 2. Fridge failure-
- Chronic disease clinics and medication reviews were discussed.
- Immunisations & vaccinations- Flu vaccination clinics were discussed.
- Quality Outcomes Framework progress discussed.

- Infection control- Lock replaced on clinical waste cupboard. New clinical waste bins.
 - Health & safety issues discussed.
 - Information Governance- No IG issues identified. JL asked that all team members complete their training by 31st March 2020.
 - Policies- JL is in the process of updating all nursing procedures which will be located on the S-drive.
 - Any other business.
 1. Medicines Order Line discussed.
 2. Child immunisation appointments discussed.
 3. Lack of Spirometry appointments and COPD reviews discussed.
 - Positive points.
 1. JH promoted to Asthma Lead nurse.
 2. AM completed her Diabetes Warwick course receiving an A.
 - Clinical supervision. Please think about any topics you wish to discuss.
- Date of next meeting. Tuesday 10th December 2019

The Park Medical Practice/ Oakwood Surgery
Nurse team meeting 10th September 2019

- Easy Haler representative – discussed inhaler technique and prescribing guidelines.
- Obesity- TJ Clinical practitioner discussed the importance of recording Body Mass Index and patient education on the health risks associated with increased BMI.
- Feedback from managers meeting
- Immunisations & vaccinations - Seasonal Influenza clinics discussed.
- Quality Outcomes Framework- postpone until next meeting.
- Infection control- Improvements to surgery new sinks and taps and new flooring in October.
- Health & safety –No issues identified.
- Information Governance- Julie asked that all staff complete IGT training.
- CQC – There will be an inspection for The Park Medical Practice before the end of 2019.
- Significant events- No new Significant events discussed.
- Any other business-

Christmas Annual leave.

New wound care template to include new codes and minor injuries.

Overdale nurse working Saturdays extended hours once per month, seeing patients with long term conditions.

Medical equipment Calibration-
- Positive points- Anaphylaxis incident that was dealt with calmly and professionally. The article in the Derby Evening Telegraph discussed.
- Clinical supervision.

The Park Medical Practice/ Oakwood Surgery
Nurse team meeting 11th July 2019

- Feedback from managers meeting . New starters discussed. Practice staff away day discussed. Changes to extended hours discussed. Staff shortages discussed.
- Immunisations & vaccinations- Letters have gone out to asplenic patients to ensure their vaccinations are up to date.
- Quality outcomes framework discussed.

- Infection control- No issues reported.
- Health & safety- problem with tap room 11 reported.
- Information Governance – No issues identified. Training discussed.
- CQC- Inspection before end 2019
- Significant events. None reported.
- Practice Away day- Next Weds 17th July
- Any other business
Wound care template.
Park Run-
- Positive points- Positive events discussed within the nurse team.
- Clinical supervision.

The Park Medical Practice/ Oakwood Surgery
Nurse team meeting 11th June 2019

- Chesi Representative gave a short presentation on inhalers.
- Welcomed new practice nurse Vikki and new Health care assistant Nicola.
- Immunisations- Measles outbreak discussed. Patients that have not had 2 MMR should be offered vaccination.
- There is a shortage of paediatric Hepatitis A. Please offer to at risk patients when we have in stock. When out of stock provide travel health advice and advise parents to contact the surgery prior to travel to check if new stock available.
- Quality outcomes framework discussed.
- Infection control- No issues identified.
- Health & safety- No issues identified.
- Information Governance- Data breaches must be reported within 48 hours to the practice manager. No other IG issues reported.
- Significant events- One SI discussed with the nurse team.
- Positive points- ECG booking has improved.
- Any other business
Ext hours – to carry on indefinitely.
Hypertension reviews- Ideas on how to work smarter discussed.
Wound care coding discussed.
Practice Nurse Professional indemnity discussed.
Practice away day 17th July
Nurses to advise patients that smear results taking approximately 6 weeks to process.
- Clinical supervision.
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The Park Medical Practice/ Oakwood Surgery
Nurse team meeting 9th May 2019

- Immunisations & vaccinations discussed.
New CQC guidance on MMR for healthcare workers discussed with the team.
Practice Nurses to ensure that their vaccination and immunisation training is up to date.
- Quality Outcomes framework. Changes to QOF discussed.
- Infection control. The updating of rooms at Chaddesden is almost complete.
- New Hand towel and soap dispensers planned.
- Health & safety. JL discussed sharps safety with the team.

- Information Governance. Training discussed, no issues identified.
- Significant events discussed.
 1. Depo Provera.
 2. Delivery of medication not refrigerated correctly.
- Positive points- patients consultant wanted her to feedback to the practice nurses about the high standard of wound care provided by the team. One of the health care assistants received flowers and chocolates from a grateful patient.
- Any other business- Team reminded that when bringing visitors to the practice to ensure privacy when walking through areas where patient information is accessible.

If a patient misses their chronic disease appointment and has abnormal blood results please inform reception to call patient into discuss.

Wound care pathway discussed.
- Clinical supervision.

The Park Medical Practice/ Oakwood Surgery
Nurse team meeting 9th April 2019

- Feedback from managers meeting -

Partners away day Sunday 14th April

Call centre at Oakwood planned for 1st July.

New starters discussed.
- The Oakwood CQC report has arrived we achieved 4 good and 1 outstanding.
- Child safeguarding level 3 to be completed by all members of the clinical team.
- Fire training to be completed by all staff.
- Immunisations & vaccinations- Up dates discussed.
- QOF 2018 completed- JL thanked the team for their hard work in achieving QOF targets.
- Infection control- Staff hand wash audit continuing.
- Health & safety- No issues reported.
- Information Governance - No issues reported.
- CQC policies. All up to date.
- Significant events. Julie discussed significant event with the team.
- 1. Patient complaint about smear taken discussed.
- Positive points- JL would like to encourage the nursing team to share any positive events or outcomes in their working day.

E-mail shared from a patient involving a Health care assistant who helped sort out some issues they were having, the patient was very grateful and commented on the excellent customer service they received.

LC informed the team that the university team are happy with GG working there as she is sorting them and the rooms out.
- Any other business -
- Clinical supervision. Please think about any topics you wish to discuss.

The Park Medical Practice/ Oakwood Surgery

Nurse team meeting 29/01/2019

- Feedback from managers meeting/ staff up date
A car park permit is to be issued to all staff to ease parking problems.
Changes to contract of employment discussed.
Prevent training in March is compulsory for all staff.
Adverts have gone in NHS Jobs for 3 practice nurses and 1 phlebotomist.
- Immunisations & vaccinations- Fridge failure incident discussed.
- Quality Outcomes framework discussed.
- Infection control- new sinks and new flooring for consulting rooms planned.
- Health & safety_ No issues reported.
- Information Governance. No issues reported.
- CQC policies discussed.
- Any other business
 1. Problems with 24hr Blood pressure monitors.
 2. ECG system not working.
- Clinical supervision.