**Patient Participation Group Meeting Minutes**

**Tuesday 23rd August at 11am**

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|  | **Attendees:**  Tracey Watson  Wendy Whitehead  Shaun Melbourne  Adele Mumby  SH  Jan Williamson | **Apologies:**  Valerie Dickinson  David Liggins  Janet McFarlane  Julie Stockdale  Alison Belton |
| **Item 1** | **Welcome & Actions from last meeting** | |
|  | TW opened the meeting and went through actions from last meeting:  Promotions: Leaflets in Clinical Rooms: TW showed the group an example of the leaflets that we have printed for clinical rooms. A5 holders have been ordered, once they arrive each room will have leaflets for GP’s to hand to patients.  A section has been added to our new patient registration questionnaire for a patient to tick if they would be interested in joining our PPG. So far we have had a few queries.  AM to liaise with TW/WW regarding a promotional desk in the waiting room.  AM to liaise with TW regarding setting up a group for teenagers with Long Term Conditions. | |
| **Item 2** | **Guest: Shaun Melbourne – Physicians Associate** | |
|  | TW welcomed Shaun Melbourne to the meeting: Shaun gave the group an insight into his role as a Physicians Associate.  Physician associates (PAs) are healthcare professionals with a generalist medical education who work alongside doctors and surgeons providing medical care as an integral part of the multidisciplinary team. PAs work under the supervision of a doctor but can work autonomously with appropriate support.  Shaun is from a military background and completed his MSc Physician Associate studies at Leeds University.  As well as working through a daily clinic, Shaun works closely with the PCN Paramedic Visiting service to triage patients who require a home visit. Shaun or our Triage Assistant Andy contact patients to determine if the visit is suitable for a paramedic, PA or GP. | |
| **Item 3** | **Staffing News** | |
|  | * Dr Owhondah to become a Partner towards the end of the year * Dr Richard Davey has joined us as a salaried GP * Gill Kaylor – Clinical Pharmacist. Settled in nicely and has had a positive impact on our service. Patients who are established on their medication can now have their medication reviews with her. We have received good feedback from patients already. Part of Gill’s role is also to read through all the hospital discharge letters and action any medication changes. The discharges do go to a GP too as a safety net.   Cross training within departments is going very well. Staff already have a better understanding of what each role entails. | |
| **Item 4** | **Bassetlaw CCG** | |
|  | Bassetlaw Clinical Commissioning Group have now evolved into Nottingham & Nottinghamshire Integrated Care Board. Whilst we are now under the umbrella of Nottinghamshire rather than South Yorkshire, patients will still be able to access facilities and Doncaster & Bassetlaw Hospitals and referral programmes. | |
| **Item 5** | **Vaccination Programme** | |
|  | Our Seasonal flu & booster campaign will commence at the beginning of October. Unlike previous years, we will be delivering the campaign as a PCN with the other surgeries in Retford & Villages. Kingfisher, Crown House & Riverside will all have several designated dates during October & November and will utilise the Vaccination site at Retford Outpatients Department. | |
| **Item 7** | **AOB** | |
|  | Simon queried care home alignment and the visiting policy: TW confirmed that each of the 5 practices in Retford & Villages are assigned to specific care homes in and around the Retford area. KF are responsible for Cherry Holt & Glenesk, we did have Clumber Court but sadly it closed down, but we are also responsible for several Learning Disability Care homes. TW explained that each week (Tuesday at 11am) a designated GP will have time blocked to attend an MDT meeting via teams. The care homes send over a list of patients that they would like to discuss the day before the meeting so they can be added to the appointment system.  Simon queried if GP’s actually physically visit the care homes when requested, TW confirmed that yes as well as a weekly MDT meeting, if required a GP will visit on any day. | |
| **Item 8** | **Date of Next Meeting** | |
|  | Tuesday 22nd November at 11am in the Meeting Room | |