**Patient Participation Group Meeting Minutes**

**Tuesday 28th February 2023 – 11am**

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|  | **Attendees:**Tracey WatsonAdele MumbyAlison BeltonSHValerie DickinsonMartin StantonCarla Hill | **Apologies:**Jan Williamson |
| **Item 1**  | **Welcome & Actions** |
|  | TW welcomed all to the meeting and went through actions from last minutes. * Promotional Desk in Waiting Room – TW to arrange a date with AM
* Sub Group for Teenagers with Long Term Conditions- TW mentioned that she had chatted to our new PCN member of staff Claire who is a Young Persons Social Prescribing Link Worker about the idea and she is happy to be onboard. TW contact Claire.
* AM also floated the idea about having a separate waiting area or a sensory room for patients who would benefit from sitting in a calm area. Carla happy to liaise with Adele to talk details.
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| **Item 2** | **Staffing News** |
|  | * New GR Registrar Dr Ibrahim started with us last week after a delayed start due to Paternity leave. He will be with us until August. Usually, we would house a Foundation GP too, but at present, we haven’t had a student allocated to us. We think it is due to the fact that the GP’s are not happy to travel as they are based Nottingham/Derby area.
* Alicia (Practice Nurse) – will be going on Maternity leave in May.
* We have successfully recruited a new Practice Nurse called Rachel, she will be starting with us in April and will work 30 hours across 4 days.
* Reception/Admin: We had three new starters in January, Zoe, Hayley & Laura. All have settled in very well. As with all new staff, we are cross training so they can work across both Reception & Admin. Bex (who joined us last year) is having a baby so will be going on Maternity leave in the Summer (date yet to be confirmed).
* We have two new Care Coordinators Martin & Carla working with us and although they are employees of the PCN, they will be working directly for Kingfisher patients. Their role will to be enhance the data quality team by helping to build relationships with patients in cohorts such as Serious Mental Heath, Long Term Conditions, Learning Disabilities etc to encourage then to attend for health reviews.
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| **Item 3** | **Welcome to Care Coordinators** |
|  | TW welcomed Martin & Carla to the group, both addressed the group:Martin: Has 40 years’ experience as a Mental Health Nurse, predominately in secure care. He was retired but discovered that he wasn’t actually ready to do that, so saw the job advertised and it really appealed to him.Carla: Has 15.5 years’ NHS experience working in a clinical role as a Healthcare Support Worker, she comes to us from working within the supported living background, caring for people with Mental Health Illnesses.Both happy to attend the meetings in the future. |
| **Item 4** | **Patient Accelerated Access to Records** |
|  | No new updates, we are still waiting for a go live date with this. |
| **Item 5** | **PCN Staff Booklet** |
|  | TW shared a copy of the PCN staff booklet and highlighted the diversity of the staff and how many services we can signpost patients to. TW asked if it would be helpful to e-mail you all a copy. All agreed, please find attached. |
| **Item 6** | **Vaccination Programme Update** |
|  | Spring boosters for age 75 and above and clinically vulnerable to be offered a Spring booster. The programme will run from mid-April to the end of June. |
| **Item 7** | **Website Information** |
|  | TW asked if everyone was happy for the minutes of the meetings to be published on the website with their names. Most voted that they were happy with a suggestion from SH that it should be initials. So will leave names in full for those who consented and initials for SH. |
| **Item 8** | **AOB** |
|  | TW asked if you are all happy with the spacing of the meetings (currently every 12 weeks). It was agreed that every 8 weeks where possible would be better. |
|  | **Future Dates – 11am start** |
|  | Tuesday 25th April 2023Tuesday 24th July 2023 (longer gap due to annual leave dates)Tuesday 5th September 2023Tuesday 31st October 2023Tuesday 12th December 2023Tuesday 6th February 2024 |