

7th June 2022 6:30pm**ASGP PPG FORUM MINUTES**

Meeting called by:	Group	Type of meeting:	Quarterly
Facilitator:		Note taker:	
Timekeeper:			
Attendees:	MD,KC,CS,PM,DG, JP, PM,SB, CDM,CB,MO,CA		
Apologies:	L, AS		
Previous Minutes:			
Please bring:			
AGENDA			
Topic			Actions
Introductions and apologies			
Previous Minutes: Reception area looks well-presented following comments from last meeting, Notice board has been updated with Dr's days of work, some discussion around more information about what nurse do/see			
Matters Arising: website to be checked regarding nurses roles			DG/CB
Building update: outline of planning approved			
Pandemic Covid - 19: one way system removed, face-coverings still requested to be worn in surgery			
Research Update: to be contacted to present at next meeting			Email invite
e-consult figures: patients are using this service, no figures presented at meeting DG to email them to MD			
GP Survey: no data yet			
Staff Update - Dr Jin Ying will be here for 1 year			
Position of Chair: MD wishes to stand down as chair, has been in position for several years.			
Website Update: to be checked for omissions/errors			MD
35 Medical Conditions that GP's can't prescribe medication for: self-care leaflet is available for patients, Pharmacist are able to advise/management simple problems,			
Meeting attendance: suggestion for speaker and increasing attendance, talks from GP's about management of conditions, medical student training, social prescribing, Flyers for GP/nurse/reception to hand out prior to meetings. Notice boards in local store, pharmacies			
Email correspondence: emails to be sent with agenda and minutes to those who consent by giving an email address.			
Referrals to hospital where patient has been lost in system or not sent an appointment: suggest PALS at GSTT there is a telephone number and email on the GSTT website.			
Controlled parking zone coming on 5/9/22 (M-F 8.30 – 6.30) Local areas affected			

Terms of Reference for PPG needs to be reviewed		MD
Flu Clinics: no dates yet, Group asked if they could help with this - tea/coffee. Practice may do a one way system again so that patients with not gather in waiting room		
Over 65 patients who can have Pneumonia vaccine: Requested that clinicians should be proactive in offering to eligible patients		
CS is leaving the area in the Summer, Thank you on behalf of the practice for her contribution to meetings and being Chair in the past.		
Date of next meeting : Tuesday 6 th September 2022 @ 2pm Speaker Research Team NIHR		