

## THE MEADOWS SURGERY

### MINUTES OF THE PATIENT PARTICIPATION GROUP ZOOM MEETING HELD ON 14 JANUARY 2021

**PRESENT:** Sania Din, Louise Brown, Myra Edwards, Marion Grey, Tina Hardwick,  
Pauline Wright

**APOLOGIES:** Susan Stamper, Wendy Jeffs, Sammy Wells, Bridey Boddington

This second Zoom meeting during the Coronavirus pandemic was convened to review progress at The Meadows Surgery.

Sania Din updated PPG members on the current situation at The Meadows as detailed below.

#### **Practice Manager's Report:**

- ***Covid Vaccination Update.***
- The vaccination programme is running smoothly.
- Covid 19 vaccinations are being carried out on Saturdays & those for the 75-79 year age group were currently underway.
- The vaccination has 2 elements hence if a patient is not available for the second, they will not receive the first.
- Eligible patients are receiving the first vaccination with the second carried out 3 – 12 weeks later.
- The next cohort will be the 70-74 year olds and information is currently awaited from Nene Valley Surgery which is one of the 3 designated vaccination surgeries in this area.
- Patients from other areas attend Nene Valley as the designated centre for their vaccination.
- Nene Valley is well organised with a one-way system & volunteer Covid marshals directing patients
- The Meadows will be in touch with those patients within the next cohort to book their vaccination appointment.
- Vaccinations of patients in care homes have been completed.
- Vaccines for house bound patients are being managed.
  
- ***Staffing Levels.*** As previously advised Carol Teer (HCA), Jasmine York (Prescriptions) & Sania Din (Practice Manager) have all resigned.
- There is a vacancy for a receptionist & the role is being advertised. If any PPG member knows of anyone who may be interested then they should let the Practice Manager know. **Action ; All**
- A Health Care Assistant may be taken on in a part time capacity from mid-February.
- Jennie Delaney is taking over as the Practice Manager at the Meadows & is currently working closely with Sania.
- Sania advised the Practice Manager's role had been streamlined & the financial management and payroll elements are now handled outside the role.

- Jennie will attend the next PPG Zoom meeting. **Action : Sania to organise**
- Heidi, who is based at the Mayfield Surgery, Northampton, has taken over the prescription administration at The Meadows now that Jasmine has left. This fits with the plan to streamline administration across the 3 group practices.
- Heidi will attend the next PPG Zoom meeting. **Action : Sania to pursue with Heidi**
- Pauline reported an issue regarding confusion over an online repeat prescription whereby some medication was missing upon collection. Heidi will rectify this & ensure that all online medication details are correct **Action : Sania to review with Heidi**
- There are still some ongoing issues regarding prescriptions overall & it was agreed that Heidi would telephone the Thrapston Pharmacist to introduce herself & to ensure good communication & service going forward.. **Action : Sania to pursue with Heidi**
- **Organisation Chart** : Sania agree to issue this showing role & responsibilities before the February meeting. **Action : Sania**
- **GP**: In answer to a query Sania confirmed that the resident GP at The Meadows is Dr De Silva with Dr Lansley working 2 days a week.
- **Female GP**: PPG members requested that the practice has a female doctor available for those patients with sensitive gynaecological issues.. This request will be raised at the next clinical meeting. **Action; Sania.**
- **Apps**: Doctorlink & AirMid apps are being used & information is available on the Website.
- **Website** : Sania to review, update as necessary and ensure that the App links are in place & functioning. **Action : Sania**

**The next Zoom Meeting will take place at 11.30 am on Tuesday, 16 February 2021**  
**Action : Sania/Louise**

*The meeting closed at 15h50*