

Country Park Practice PPG Meeting 11th July 2018

	Agenda	Action
1	<p>Present: Jane Passfield, Dr Ruth Clery, Shila Kotecha, Brenda Maynard, Harjivan Parmar. Apologies: Audrey Bobb, Terry Pike. Resignation from Sedley Wilson.</p>	
2	<p>Minutes of Last Meeting: read through</p>	Approved
3	<p>Matters arising: Building Update – See practice News</p>	
4	<p>Practice News: Building Update: The Practice Manager (Jane) was able to lead an inspection of the building with a Director of Property Service The need for urgent action by NHS buildings was diagnosed. Redecoration of some rooms will now allow more consultations to take place in acceptable conditions. Winter weather will show whether or not the problems have been rectified. Security lighting has been put in the car park. The unpredictable microphones are being investigated. There is still a long list of work to be done by NHS buildings in order for it to be acceptable for the everyday working conditions for the staff.</p> <p style="text-align: right;">Staff Updates: Dr Brocket finishes. Dr Mustapha is working 3 days a week. Lorna is leaving and a new receptionist has been recruited and is currently undertaking training. The Practice has employed (3 days a week) a clinical Pharmacist who will be able to check & review prescriptions. This will be a great help to GPs. It's possible that a clinic will be set up later in the year for the Pharmacist to review prescriptions with patients.</p> <p>Along with Portland Practice CPP will have a project with Fishers whereby they can sign for prescriptions. The system for VISION is changing in October. It will then be EMIS web – an advantage for patients to access more pre-booked afternoon & evening appointments.</p> <p>GDPR: A training programme for all staff from both sites took place on May 25th. Patients <u>must</u> tick the consent box on prescriptions to allow another person to collect on their behalf. CPP is already covering all aspects from the programme.</p> <p>Working at Scale Conference: Staff attended the conference celebrating 70 years of the NHS. Work groups were set up in p.m. to give GPs examples of budgeting & to share different ways of working. CPP are confident with their practice at present but will explore the options for changes if needed in the future.</p>	
5	<p>Newsletter: Time for the next edition.</p>	Shila, Brenda to collate items
6	<p>Woodside/Shirley Pop-in: Project Board: At the moment staff are sharing their time so that they have co-ordinators to help organize the activities. The project board will show the attendance of co-ordinators from Woodside/Shirley & also the multidiscipline projects that will be planned for the Pop-in mornings which are thoroughly enjoyed & well attended.</p>	Report filed
7	<p>Community Fayre: This is to take place on 6th October 2018. It will be Flu day for the Practice with well-being & supportive advice from Community stalls. Planning meeting 31/07/18 at the Pop-in.</p>	Jane, Shila, Harjivan, Brenda meeting at Pop-in 31/07/18
8	<p>A.O.B: Terry Pike (PPG member) has investigated building issues & provided a detailed report on structural issues. As some work is presently being undertaken, the report has been filed for future reference.</p>	Report on file
	<p>Next Meeting: Wednesday September 12th 2018. 1pm.</p>	

