**Minutes**

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| **Meeting** | Patient Participation Group |
| **Date** | 26th June 2018 |
| **Time** | 18:00pm |
| **Venue** | Market Surgery |
| **Chair** | Mike Cox |

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| **Apologies:**  Ann Rogers, Avril Limb, Glenice Smith, Kenneth Gee, Doreen Bevan, Susanne Renwick |  |
| **Staff in attendance:**  Mike Cox – Practice Manager  Jackie Brown – Clinical Lead |  |
| **Items of Business** |  |
| **Self-Care Agenda**  Raz gave an update an update on medicines waste. Since GP practices have stopped third parties i.e. chemists ordering prescriptions on behalf of patients, 2 million pounds has been saved on wasted medicines in Rotherham.  Raz gave a presentation about the self-care agenda which will be launched Friday 13th July. The NHS will no longer be issuing routine prescriptions for items that can be easily bought over the counter for acute minor conditions that can be managed by self-care or considered to be self-limiting. |  |
| **Staff Update**  Mike gave a staff update. Dr Swallow has now retired and Dr McQuillan will be leaving the practice. Dr Strickland will be joining the practice on the 13th August.  Susan Cocking joined the reception team on the 4th June.  Advanced nurse practitioner Angela Atkinson has now left and Laura Boyer has now joined the practice. In the next couple of weeks Mandy will be joining the nursing team on a Practice Nurse Scheme and will be with the practice for approximately a year. Lynn Gordon will be leaving the practice. Jackie Walker has been recruited to replace Jodie Handsley as she leaves the practice in September to do her nurse training full time. Debbie Rutherford is now a TNA.  Bernadette will be joining the admin team in approximately four weeks.  The practice will have a Clinical Pharmacist doing four half-days. They will be able to do medication reviews and help with prescription queries and will have bookable appointments and telephone appointments.  The physiotherapy first scheme is continuing. There are appointments available Tuesday and Thursday mornings. |  |
| **Appointments**  Mike discussed changes to Care Navigation to ensure that patients are directed to the most appropriate service.  It was discussed that a cut-off time will be implemented and from 5.30pm calls will no longer be added to the on-call telephone triage list for that day. After 5.30pm if a patient feels that the issue is urgent for the same day they will be directed to alternative services.  Mike advised that there are appointments available on evenings and weekends for The Market Surgery patients at Broomlane Surgery in Rotherham. |  |
| **SystmOne**  Mike advised that the practice will be moving systems from Emis to SystmOne in October. It was discussed that the hospitals and district nurses already use SystmOne. |  |
| **Room 10**  It was discussed that room 10 will be getting converted into a clinical room. |  |
| **Flu update**  It was discussed that there is a new vaccine for patients aged over 65. However due to a shortage of the new vaccine orders have been split. This means that the practice will receive 40% in September, 20% in October and the remaining 40% in November. This means that the practice will have enough vaccines to vaccinated all over 65 year olds at the first Saturday flu clinic in September. A discussion took place around how to manage and prioritise giving the new vaccine. |  |
| **Dates of Next Meetings:**  5th September 2018  7th November 2018 |  |

MC/SW – 28.06.2018