

Selsey Medical Practice PG Minutes

Virtual Meeting via Teams held on Monday 19th April 2021 @ 11.00am

MINUTES

Attendees – Nicola Collins (SMP), Sarah Rose (SMP), Bob Arnold, Rosemary Cook, Lilian Livingstone, Mike Nicholls, Gwyn Cope, Dexter Williams, Nathan Rose, Jay Dinnick, Liz Farrell, Barbara Shepherd

1) Apologies

None

2) Minutes meeting held on 8th February 2021

- a. Minutes agreed

3) Update on agreed actions

- a. PG advertising – ongoing
- b. Medication meeting - ongoing
- c. ChAMP/W.SX PPG/Sussex PPG Feedback – on agenda
- d. Future Events – on agenda
- e. Friends talk- ongoing
- f. Staff Abuse – situation improved
- g. Patient Survey – on agenda
- h. Fund Raising – role of SMP Friends, not PG
- i. Facebook/Social Media – now functioning

4) Forward Plans

- a) PG Organisation – agreed to limit committee to 12 plus 2/3 SMP members with any others wishing to participate requested to assist when required.
- b) Terms of Reference amended to reflect future PG aims – agreed.
- c) Annual Survey – changes to questions discussed and Survey form to be proof read. Survey to be on-line. Paper copies to be distributed to various public venues, but will not be at SMP this year. In future nominated PG members to be trained and have access to the SMP system for building and developing Surveys and then to have subsequent access to review the Survey results. This year's Survey to be advertised on website on 24th May 2021.
- d) Evening Seminars – no response from Nuffield re on-line seminars. To attempt attended seminar for September/October 2021.
- e) SMP Website – PG Secretary to forward agreed Minutes direct to SMP member of staff responsible for uploading data onto website.
- f) SMP Newsletter – Chairman to continue to contribute full page article from PG for each issue.
- g) Facebook – installed in February and working well. PG encouraged to add 'like it post' to advertise webpage. So far 120 'likes' and 160 'followers'.
- h) 'Any Questions' Event – to trial one hour long Question and Answer session this June/July.
- i) Open Day – to hold in June 2022, focusing on health initiative and offer Friends of SMP opportunity to fundraise.
- j) Flu Clinics – PG to assist as marshals. This year vaccinations for over 50s. First session in September until approximately November. 3500 flu vaccinations due.

5) Vaccination Update

Now prioritising second vaccinations. SMP and Tangmere Medical Practice elected to remain responsible for ChAMP vaccinations until finishing in mid June. Under 50s to be offered in Chichester.

6) Practice Updates and Developments

- a) SMP closed Wednesday afternoon for training.
- b) Dr Adams retiring in June – actively recruiting for replacement. One nurse left and another leaving – interviewing for replacements. Two new receptionists, but one has decided not to stay.
- c) Quantity of complaints at present – all investigated. Recording phone calls helps resolution

7) External Meetings

Next meeting West Sussex PPG on 22nd April

8) Any Other Business

- a) SMP to organise conversation between Social Prescriber and Care Shop to ascertain whether role being duplicated and if so whether funding could be utilised elsewhere.
- b) SMP confirmed all GPs deal with mental health issues with the lead GP being Dr Parrish.

9) Date of Next Meeting

Monday 28th June 2021 at 11.00am in person at Town Hall if lockdown lifted.

There being no other business the meeting closed at 12.05pm