**PPG PRACTICE UPDATE – THE VALLEYS MEDICAL PARTNERSHIP**

**June 2019**

**STAFF UPDATE**

* Moss Valley
  + Charlotte Helley (Assistant Practice Manager) started on 3rd June 2019
  + Kim Norris (Healthcare Assistant) started on 17th June 2019
    - This is an additional role due to a reduction in hours of our other HCAs at Moss Valley over the past 6 months.
    - Kim will work at both sites
* Gosforth Valley
  + Kim Norris (Healthcare Assistant) started on 17th June 2019
    - This is an additional role due to a reduction in hours of our other HCA at Gosforth Valley.
    - Kim will work at both sites
  + Nicola Mallows (Administration / Receptionist) started on 17th June 2019
    - Nicola will replace Ruth Moore, who will be moving to a new role (see “Secretarial role” below).

**GP REGISTRARS & F2 DOCTORS**

* Moss Valley
  + Dr Eddie Brooks (3rd year GP Registrar) – Aug 2018 to July 2019.
  + Dr Guneet Deepak (3rd year GP Registrar) - Dec 2017 to July 2019.
  + Dr Titilola Akintade (2nd year GP Registrar) – Apr 2019 to July 2019.
  + Dr Ayoade Adebiyi (1st year GP Registrar) – Apr 2019 to July 2019.
  + Dr Tarquin Bertram (F2 Doctor) – Apr 2019 to July 2019.
* Gosforth Valley
  + Dr Akeem Ajenifuja (3rd year GP Registrar) – Dec 2018 to Jan 2020.
  + Dr Lydia Fairhurst (3rd year GP Registrar) – Dec 2018 to Nov 2019.
  + Dr Sinead Magnier (2nd year GP Registrar) – Apr 2019 to July 2019.
* From August 2019, we will have 8 GP Registrars & 1 F2 Doctor across our sites

**PROPERTY WORKS**

* Internal painting continues at both sites. We expect to have completed all consulting rooms by December 2019.
* The remainder of the external painting will be completed at Moss Valley in August 2019.

**SECRETARIAL ROLE**

* What is the current role?
  + The Secretaries are responsible for processing all incoming correspondence (e.g. letters from hospitals) and distributing this as required to doctors or other clinicians.
  + They are also responsible for the administration of all referrals.
  + They also have some other jobs.
* What’s changing?
  + We are about to launch a new project called “Workflow Optimisation”.
  + This project is being promoted nationally and many of the other practices in Derbyshire are supporting the project.
* What are we trying to achieve?
  + The project aims to upskill our Secretaries so they can process the vast majority of incoming correspondence to completion, without the need to send it to our clinicians.
  + It also teaches them to identify which aspects are important to pass on to our clinicians.
  + The project aims to reduce the administrative burden on our clinicians so we can maximise the time they spend with patients.
  + It also seeks to gain a higher degree of consistency when processing documents.
* What’s the impact on our staff?
  + Currently, our practice employs one Secretary at each site (Pauline Spaven at Moss Valley & Tricia Kew at Gosforth Valley).
  + We will need some additional resource because this adds in extra work for our Secretaries.
  + Ruth Moore, who is one of our current receptionists at Gosforth Valley, will be filling this additional role and will work across both sites (mainly at Moss Valley).
* What’s the impact on our patients?
  + We don’t expect patients to notice any change.