**Patient Participation Group**

**Minutes of the Meeting**

**Thursday 3rd December 2020**

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| **PPG Members**  Graham Mansfield (GM) | **Practice Representatives**  Andrea Swanson (ALS) |
| Mark Russell (MR) | Laura Scott (LS) |
| Michael Worrall (MW) |  |
| Barbara Worrall (BW) |  |
| Ruth Hawley (RH) |  |

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| **Apologies** |  |
| Tom Turner (TT) |  |

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| **Ref** | **Discussion** |
| **1** | **Welcome, introductions & apologies**  Graham Mansfield welcomed everyone to the meeting. Introductions were made and apologies noted. |
| **2** | **Minutes of the last meeting / matters arising**  As the last meeting was so long ago, everyone agreed the minutes were accurate. |
| **3** | **Covid – 19**  ALS gave an update about the Covid vaccine as it had been heavily in the press over the last few weeks. There had been some mixed messages from NHSE with regards to whether it would be solely GP practice giving the vaccines and NCCG had developed a programme which we have been advised we are able to go ahead with rather than at a PCN level. The current information we have had is that there will be mass vaccination sites however we are unaware of where these will be as of yet. We have been told that these vaccinations sites will run from 8am until 8pm, 7 days a week and will include Christmas Day however we don’t think it will be available on Christmas day now. The vaccination sites will be staffed by practice staff and staff members will be asked what availability they have and where they would be able to travel to. GP practices will also have targeted sites; however we are unsure on times, dates and staffing. We do know that it will be delivered in 1000 doses and we are able to store it in our industrial fridges for 5-7days with a week to week order process. GM commented that it had been reported in the papers that hospitals only were going to be considered as vacianition sites due to the refrigeration. ALS informed that discussion had been raised with regards on how the vaccines would be transported to sites but had not had any information returned as of yet. We do know that acre homes will be the first to be given the vaccines and that they had to have had flu vaccinations given by end of November. MR asked for clarification on vaccination sites and whether they would be car parks in hospitals but we don’t think this will be the case as at the start the CCG sent around a huge speadsheet with details of what a site needed to have and the CCG had to sign off each site and this is possibly why we don’t have the information on sites yet.  MR raised concerns with regards to sites and patients and how they would travel to the sites especially elderly and more vulnerable patients that may have to rely on public transport. ALS said that this had been raised that sites would need to be close to transport links such as tram stops but again no information had been returned. |
| **4** | Flu  Flu uptake has been incredibly high this year –possibly due to the pandemic and more patients who are eligible but don’t routinely have the jab taking the offer up this year. Total figure for flu vaccinations give up until this morning was 2526.  This year there had been talk about 50-64 yo being offered a flu vaccination and this actually went into the media before GPs knew anything about it. We have 1418 patients eligible for this vaccination so we 700 vaccinations have been ordered. This was very difficult to judge as it is not something that has ever been offered before so difficult to judge what the uptake would be like. We have various clinics running through the week with the HCAs and also a Saturday morning clinic on 12th December. The vaccine has arrived and recalls have gone out, since Tuesday 1st December we have booked in just over 200. The cohort for these is anyone who is fit and healthy aged between 50-64 whereas previous years the flu jab has only been offered to patients of this age group who have long term conditions such as diabetes, asthma etc. |
| **5** | **Staff Changes**  We have had some recent staff changes:   * Permanent salaried GP – Dr Tom Browne who works 6 sessions with us (Tuesday, Wednesday, Friday). Dr Browne has an interest in teaching and wants to work with the students alongside Dr Burns and Dr Taggar. * Permanent salaried GP – Dr Taggar who works 2 sessions (Friday) and his other role is at the University. * Nurse Wendy Simpson retired in November; she had been with the practice 24 years. * Nurse Charlotte Hall will be starting with us in January – she has been a practice nurse before in Bulwell but most recently a community nurse in Derbyshire so will need some training which will take place Jan-March to get her up to speed and revalidated. * HCA Emma Jenkins has started with in November, she has been a HCA in Long Eaton and have many years’ experience and is highly qualified. * Reception/Admin – two new members – one of who is an ex practice manager from Long Eaton and one who has come from a Nursery setting so is brand new to the NHS. We are also out to advert for another part time receptionist at the minute, have recently held interviews but there were no successful candidates.   These are all additional staff with the exception of Charlotte who replaces Wendy  Whilst on the topic of staff, GM if there were any figures on how many patients had been seen via video calls, telephone triage or f2f. Unfortunately this is not something we have information easily on without going back through clinics and counting up.  It was also discussed briefly that we had continued to run all nurse clinics the same and the only real difference is that GPs were doing mainly telephone triage and bringing in patients for f2f if needed. When we come out of this pandemic, we don’t think that it will revert back to f2f to and will continue to do as much via telephone as possible.  MR asked about the diabetes group consultations which had started at the beginning of the year as these can no longer go ahead, Dr Addis has been on a training course to be able to still do the group consultations but virtually so this is something we are going to be looking into setting up in the new year.  We are also working with Saxon Cross and the Manor in terms of bettering our recall system with the idea being that as we are all on the same system, one staff member could be in charge of recalls for the whole patch. |
| **6** | **PCN Update**  Lots more meetings with the focus solely on the Covid vaccine. Also been a lot of work around local practices being able to operate if they were in danger due to staff shortages because of Covid and how this will work. Beeston, Bramcote and Chilwell have worked closely together to ensure a plan in place and the Practice Managers meet virtually every week to discuss staffing levels we also have to report this on a daily basis to the CCG. |
| **7** | **Terms of Reference**  This was discussed at the last meeting and MR had drafted a copy. ALS and LS had a look over it and it all seemed reasonable. It was agreed that it would be sent out to all and added as an agenda item for discussion at the next meeting with everyone views and/or comments. |
| **8** | **AOB**   * MR discussed a Zoom Meeting he attended called Broxtowe Together however had not been sent any information pre or post meeting to be able to give much of an update. If he does receive anything then he will forward onto the group via email. The next meeting is scheduled for Feb-March time. * Research – open to anyone and as many patients as want to be involved. We will also look to send out a text message to all patients that have opted to be involved in the virtual PPG. |
|  | **Date of next meeting and close**  Graham Mansfield thanked everyone for attending. The next meeting will be on:  **Thursday 4th February 17:15 via Zoom** |