**George Clare Surgery Patient Participation Group Meeting Thursday 16th March 5pm**

**Present from George Clare Surgery:** Melissa Morley (Practice Manager), Tanya Claridge (Clinical Manager), Shannon Munns (PA to the Management Team), Dr Angela Stevens-King, Dr Kimberley Gabbitas, Mary Hutson (Social Prescriber) & members of the George Clare Reception Team.

Present from PPG: Julie Pope (PPG Chair), Ron Hodson, Richard Angood, Lucy Morley, X

**Agenda:**

1. Priors Field Surgery closure
2. Building reconfiguration
3. COVID-19 Spring vaccination programme
4. Recruitment update both GCS and PCN
5. Enhanced Access 2023/2024
6. Patient safety - what does the phrase mean to the PPG.
7. Waiting room notice boards - TV to be re-implemented
8. AOB
9. As per recent media announcements, Priors Field Surgery is going to be moving to Malling Health and will no longer be run by Fenland Group Practice as of 31st March 2023. We are unsure if there will be any impact/changes to South Primary Care Network and will ensure we keep the PPG updated of any changes. George Clare Surgery prior to this decision, had agreed and been allocated 300 patients, and of course were happy to take on any patients who wanted to change their allocated Practice.
10. We have explored the option of off-site record storage for our Lloyd George notes, this was quite costly in the long-run with no certainty currently around Lloyd George digitalisation and we have therefore made the decision to section off some of our waiting area (previously the children’s area) with a stud wall to create an on-site storage space allowing us to continue to covert our meeting room into an additional 2 clinical rooms and 1 administrative office for 2 people. We had an architect visit the practice last week who is currently creating some drawings for us along with checking with building control if planning permission is required. We hope in the very near future to be able to start this project and create additional space for staffing at the practice.
11. The Practice has signed up to deliver the Spring COVID-19 booster campaign and are currently awaiting further correspondence. This is due to start in April, starting with care homes and then moving onto the priority patient groups; unfortunately we do not have capacity to be able to vaccinate the eligible housebound patients and we are awaiting more information regarding this group. We have pre-planned and set aside time in our Nursing and GP Clinics in preparation for the Campaign to deliver the programme during the working week.
12. Recruitment
    * We have recently interviewed for an additional GP 2 days per week and discussions around this position are ongoing.
    * We are looking for an additional Healthcare Assistant to backfill one of our team members currently undergoing her Nursing Associate training at University and we hope to be able to fill this position soon to create shorter waiting times for routine blood tests.
    * Our new Administrator started this week who will support the Administration Department with document workflow processing along with general administrative duties.
    * PCN Recruitment plans may have changed slightly with the addition of an Advanced Nurse Practitioner being funded from 1st April so we may look to recruit for this role rather than a Paramedic but again we are still having ongoing discussions around this. In addition we already have a pharmacist working remotely for the Practice supporting our Dispensary Team and Clinicians and will be looking to increase these hours further from 1st April to have 1.5 FTE.
13. West Cambs Federation will continue to provide Enhanced Access appointments for our Reception Team to book patients into evenings and weekends at local hubs for April whilst awaiting the updated Enhanced Access Specification.
14. The Practice had signed up to the Local Patient Safety Strategy Incentive Scheme and had a discussion with the PPG around what the phrase “patient safety” meant to them in order for the practice to feed back to the ICB and take on board any comments or changes we could make to our working:

* JP: Safety of patient details – knowing they are secure and only to be used for the correct reasons
* RH: The phrase covers a lot of areas – health and safety, patient harm
* RA: Isolation for example where necessary – if patients presenting to the practice are infectious

1. Shannon Munns will be kindly updating the waiting room notice boards along with creating a new PowerPoint for the TV.
2. AOB:
   * RH raised that the PPG minutes have not been shared and updated on the website and social media along with the PPG previously having a notice board in the waiting room. MM advised she would ensure the minutes are typed up, shared with Julie for checking and sending to all members of the PPG mailing list, Tanya would update on the PPG section of the practice website and we would also post a copy on Facebook along with the date of the next PPG meeting. Shannon to ensure our PowerPoint and waiting room has a dedicated area/slide to the PPG.
   * RH raised that the Social Prescribers are now having a presence at the Library. Mary (Social Prescribed) commented that they would now be at the Library and Foodbank on a monthly basis.
   * RH raised that the Chatteris Lloyds Pharmacies are on the list for closure. The Practice gave minimal comment but are in discussions with a new provider appointed by Lloyds to take over the lease of Lloyds Swan Drive. The practice is unaware of the plans for Lloyds High Street.
   * MM raised that the Practice is aware that recent developments have been approved in Chatteris again with minimal or no funding to the practice, the practice are going to contact the ICB regarding this along with support from the PPG. The practice strives to grow and support the needs of the growing population and acknowledge that space is currently an issue which is why we made the decision to self-fund internal reconfiguration.

**Date of the next PPG Meeting: Thursday 18th May 5pm via Microsoft Teams**

<https://teams.microsoft.com/l/meetup-join/19%3ameeting_OGYxOWQ1ZDAtYzIyYi00N2RlLWI3ZjktYzRjYjM5MDlmODdj%40thread.v2/0?context=%7b%22Tid%22%3a%2237c354b2-85b0-47f5-b222-07b48d774ee3%22%2c%22Oid%22%3a%224535958a-8cc8-44ec-8599-af2253e24343%22%7d>