

**Minutes of the PPG meeting held on
Wednesday 20th March
at Orchard Medical Practice 1.30- 2.30**

Present

Laurence – Chair person
Valerie
Sue O
Jean
Marion
Gill – Practice Pharmacist
John R
Ann S
Rebecca Tate

Apologies

Adele
Mike
Gloria
Sharon
Craig

1. Opening Remarks and Introductions

Laurence welcomed us and opened the meeting at 1.30pm.

Rebecca introduced Gill who is the Practice Pharmacist.

2. Gill Kaylor

Gill introduced herself and explained her role within the practice.

She works for 30hrs per week over 4 days (Mon-Thurs) and her job is to support the G.P.'s with

Electronic paperwork & prescriptions, prescription requests, medicine safety, face to face medication reviews, adding/altering medications if needed or speaking to patients over the phone. She also explained about new electronic prescriptions. She also holds medication review & blood pressure checks clinics.

3. Appoint a Minute Secretary

Laurence asked for a member of the PPG to step into the role, but there were no volunteers, so this will be discussed at the next meeting and for members to have a think and put themselves forward if they feel they would like to be a Chairperson.

4. Minutes of the previous meeting.

These were agreed by all.

5. Matters arising not on the agenda.

It has been suggested that the chairs in the waiting area with the rolling screen display, be turned so that both lines of chairs can see the information being shown.

6. Appointing a new Chair

This also has been postponed until the May meeting, but Laurence has kindly offered to stand until then, when he will return to the role of Vice-Chair. It was suggested that we could advertise internally and also on the web-site.

7. Keith's contribution as Chair.

It was agreed by all present, that Keith has fulfilled the role of Chair with enthusiasm and commitment. A card and present to Keith has been suggested to thank him for all his hard work over the years.

8. Practice Managers Report

Rebecca informed the members that Dr Adi has now left the practice and Dr Kia is to leave at the end of March. The Partners were meeting with an interested Doctor who is due to finish her exams in the summer and looking for a Salaried GP position. Vacancies for a salaried GP continue to be advertised externally. Locums were continuing with the practice to fill the gap in the mean-time. Sue Bishton a Practice Nurse will also be leaving the practice at the beginning of April. An advert was also in the pipeline to replace Sue. There is to be a new G.P. contract in April which will bring changes.

Rebecca explained there were big changes afoot with the new GP contract which had just come out with working within a locality group with other practices. There are two Network Groups within Mansfield, Mansfield North and Mansfield South. Rebecca explained we were within Mansfield North and work closely together with the other 6 practices within the Mansfield North Group which are Oakwood Surgery in Mansfield Woodhouse, Pleasley, Warsop Health Centre, Meden Medical, Sandy Lane Surgery & St Peters.

9. Plans for 2019.

The group suggested plans for 2019:

Health awareness days were suggested by several members of the PPG.

Amongst these were the following....Medication waste, health promotion topics, suggested medicines for non-serious illnesses.

At present there is an advert on the TV showing a mother taking a child to see the Pharmacist for advice before making an appointment with a doctor. Maybe something similar could be put on the rolling screen in the waiting area?

A June coffee morning was suggested.

Laurence thanked all those present.

The meeting closed at 2.25pm.

Date of the next meeting Wednesday 24th April at 1.30pm.