

# OLMC

Old Leake Medical Centre

Patient Participation Group

6<sup>th</sup> November 2019

**Present:**

Mr M Jaques (Chairman)  
Mrs S L Martin (Vice Chairman)  
Mr A Clark  
Mrs L Bulbick  
Mrs B Forth  
Miss P Smolenaars  
Mrs S L Martin (Vice Chairman)  
Mr S Maude

Chris Maddison (Practice Manager)  
Sarah Baxter (Deputy Practice Manager)  
Julie Lote (Dispensary Manager)

**Apologies:**

Mrs J Albon-Smith

Mr M Caukwell has emailed the practice resigning from the PPG.

**Approval of previous minutes**

The chairman welcomed everyone to the meeting. The minutes of the previous meeting (18.09.2019) were circulated and signed as a true record. Proposed by S Martin and seconded by P Smolenaars.

**Matters Arising**

*Only a quick one from the Chairman could the C be removed from his name in the minutes. It's Jaques. Not Jacques.*

**Terms of Reference**

A copy of the new proposed (by Mrs J Hill) Terms of Reference was circulated to everyone. These were worked through point by point and amended as appropriate for the group.

There is not a lot of difference between the old and new terms but the new terms will be typed up and circulated to the group. It was also suggested that these should be displayed in the waiting room along with a list of upcoming meetings.

### **Practice and Staff Update**

Dispensary – Megan is starting next week. She will be doing a full time apprenticeship within the dispensary. JL will then look if there are any more hours to fill.

Dr Aleem, registrar, will leave the practice in December but will return to finish his training with a 12 placement in 2021.

Dr Bhat – will return to us for a two week placement at the end of November/December time and he will also return to us for a year old placement to finish his training in 2021.

Admin Team – Mia has left the practice after finishing her apprenticeship. At present we will not be recruiting another admin apprentice.

Medical Student – We have a student with us on placement for three weeks in October – Rohan Sant. This will be followed by another student between November/December – Vashist Motkur.

Nursing Team – Lucy has handed in her notice. She is going to university to complete her nurse training. The Practice are currently looking at how best to move forward with replacing her hours. Zoe has been offered a role at the practice after finishing her course and has accepted and therefore will become one of our Practice Nurses.

### **Education Event**

Only three patients attended the cytology event along with the staff. The event was well supported by local businesses – Staples, Charles Wright and Oldrids and we are grateful for the support of all these businesses. Whilst the event was heavily publicised and didn't have good attendance, the practice has noticed a significant uptake on cervical screening invitations. The practice are looking at what events can be held in the future and would welcome any suggestions from patients. .

### **External Invitations**

First flu clinic was on Saturday 14<sup>th</sup> September. Around 350 people in the over 65 group had their jabs. The next flu clinic will be on Saturday 19<sup>th</sup> October for over 65's and for other 'at risk' people who are eligible. It was suggested to put flyers and posters at churches in the community to make more patients aware of the flu injections being available.

### **Staff Update**

AGE UK would like to attend the meeting to discuss what services they can offer.

Trish, Specialist Neighbourhood Practitioner (SNP) would also like to attend to explain her role and how she will work with the practice.

CM will organise dates for these.

### **Patient Feedback**

Only feedback SM had received prior to the meeting was that practice needed to put their clocks back! The clocks in the waiting room are an hour fast at present. CM will get this sorted.

Also to be aware that junk mail is going around at present for prescription delivery services.

### **Any Other Business**

EPS was discussed and this will be happening at some point. It is now contractual for practices to do electronic prescribing from April 2020.

Date of next meeting: Wednesday 15<sup>th</sup> January 2020 at 2pm