**GOSFORTH VALLEY MEDICAL PRACTICE PPG**

Date: **Tuesday July 17th 2018**

Venue: **Gosforth Valley Medical Practice, Gorsey Brigg, Dronfield, S18 8UE**

**Agenda**

|  |  |
| --- | --- |
| **Present:**  Glyn Jones (Chair)  Howard Mills (Minutes)  Pat Boyle  Sarah Boyle  Evelyn Kirby  Mike Kirby  Wendy Jones  Jenny Mills  John Needham  Shelly Hinson  Stuart Tilley (Practice Manager)  Dr Rebecca Belfitt (Partner) | **Apologies:**  Mick Down |

1. **Chairman's welcome and apologies received**

Glyn Jones welcomed attenders. Apologies were noted.

1. **Minutes of the meeting, held on April 12th 2018**

The notes of the previous meeting (April 12th 2018) were accepted as an accurate record.

1. **Matters arising from previous minutes**
2. Missed Appointments

The issue of multiple appointments being made at the same time was raised (it was noted that no more than 2 can be made online). It was unclear how widespread a practice this is. The DNA issue is to be discussed fully at the next joint PPG in the autumn.

b. Dementia Leaflet

This was deferred to the next joint PPG.

c. Comms Group

A draft paper has been circulated by Mick Down and will be considered at the next joint PPG

d. Patient Survey

Glyn Jones and Stuart Tilley gave some early headlines. The number of completed surveys at both Gosforth Valley and Moss Valley sites (365), the high response rate (both in surgery and take away), was an excellent sign. Wendy Jones and Glyn Jones in particular were commended for their efforts in ensuring such a good response. The refusal figure was very low. Responses are being analysed in relation to both sites to establish where responses are similar and where they differ in order to pinpoint actions which can be targeted at either or both sites.

e. NAPP Conference (June 9th)

Glyn Jones and Howard Mills attended. Both reported that it was a positive meeting. A report on key issues is attached. The issue of greater involvement of young people will be raised at the next Network Meeting (July 19th).

**Action: Glyn Jones**

1. **Practice Update**

Stuart Tilley’s full report is attached. Two issues of particular importance are highlighted below:

a. GP Training

The increase in Registrars at both sites was welcomed. The first tranche will come on stream in August and at Gosforth Valley, these will run until December. The second tranche will commence early in December 2018 and it is likely that that one or more will be longer placements at Gosforth Valley. Dr Belfitt explained the responsibilities of Doctors mentoring and supporting Registrars to ensure high standards of delivery. There is additional value to the Practice, in that these placements can aid recruitment of GPs to the Practice in the future. Dr Belfitt also explained that in addition to the GPs in training, medical student placements (these are observational) are arranged with the university of Sheffield.

b. Extended Access

The CCG is commissioning The Valleys Medical Partnership to deliver the Extended Access initiative across Dronfield, Killamarsh and Eckington. It is intended that this will commence in September, when a service will be available on weekday evenings, Saturdays, Sundays and Bank Holidays and the service will be shared between Moss Valley and Gosforth Valley.

It is a service that requires pre booking via the patient’s Practice. Each Practice will be allocated a defined number of available appointments. ‘Out of hours’ access for patients will be via intercom located at the site entrance. The Practice will not be open to other callers during these sessions. Doctors will be able to access patient records from the referring Practice and follow up appointments will be with the patient’s Practice.

1. **Any other business**

a. Sickness Absence

Dr. Belfitt explained that in the event of a short term absence, checks are made to ensure that urgent issues are dealt with. Obviously not every issue is actioned as most absences are short term.

1. **Date and Time of next meeting**

Moss Valley PPG - Tuesday 24th July (6.30pm)

Joint PPG - Tuesday 23rd October (6:30pm) at Moss Valley

hm220718