

Broom Leys Surgery

PPG Meeting Minutes



Date: 18th July 2024

Time: 16:00

Venue: Waiting Room

Attendees: separate list

Apologies: separate list

NO.	DISCUSSED:	ACTION BY:
1.	<p>Welcome, Apologies & Introductions.</p> <p>Karen Smith (KS) (ANP), Pauline Beall (PB) and Samantha Hayes (SH) Operations Manager from North West Leicestershire PCN joined the meeting.</p>	
2.	<p>The previous meeting minutes was approved.</p>	
3.	<p>Matters arising from the last meeting.</p> <p>The deputy chair TB wanted it noted that the PPG are here to support not criticise the surgery.</p>	
4.	<p>Practice Update.</p> <p>PB thanked everyone for their ongoing support.</p> <p>Vaccinations:</p> <ul style="list-style-type: none">• Flu vaccinations will start in September for pregnant patients and all other eligible patients will start in October.• The Covid winter vaccinations programme is due to start in October and subject to vaccine availability, the practice will offer this at the same time as the Flu vaccination to eligible patients. <p>PPG members requested that the practice start to advertise and book patients now for their flu and Covid vaccinations as they felt it would reassure patients to know they have their appointments booked early; PPG members will attend on the clinic days to support the practice.</p> <p>Recruitment</p> <ul style="list-style-type: none">• the practice has employed an Assistant Practitioner (Nicola W). This a new Level 3 HCA role and will support the Nurse Manager (KS) 50% in clinic and 50% admin.• Nurse Associate (Nicola M) is now fully established in her role. <p>Both Nicola's will attend the next PPG meeting in September to discuss their roles within the practice.</p> <p>Staff news</p>	

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	<ul style="list-style-type: none">• PP shared the news that Emma one of the Reception Team Leader's is pregnant and her baby is due in September. Everyone wished her well.	
5.	<p>Sam Hayes (SH) – Operations Manager (North West Leicestershire Primary Care Network (PCN)).</p> <p>Gave an overview of the NWL GP Federation and NWL PCN</p> <ul style="list-style-type: none">• North West Leicestershire Federation was formed in 2014 and there are currently 12 practices within the federation. The Federation was contracted to deliver services by member practices such as extended hours and other services delivered at scale e.g., Winter Acute Respiratory Infection Hubs.• In 2019 NWL Primary Care Network (PCN) was formed and contracted to deliver both mandatory and additional services which included Covid Vaccination and Cardio-Respiratory Diagnostics.• All GP Practices are now commissioned to offer LLR Community Based Services such as Adult and Child Phlebotomy, Minor Injuries, Injectable Medicines, and many other services. NWL GP Federation will be offering additional appointments to support with capacity. These will be within the Enhanced Access Hubs at Castle Medical Group, Ashby and Long Lane Surgery, Coalville.• In addition, other services include Women's Health Hubs, Liver Surveillance, ADHA Pilot and Covid Vaccinations.• Additional Roles Reimbursement Scheme:<ul style="list-style-type: none">○ Funding became available for PCNs to employ a range of additional roles to support General Practice.○ Directly employed workforce has grown from 2 staff (2016) to 85 (2024).○ These staff are employed by the Federation but work within practices and at scale, there are a variety of roles which include paramedics, pharmacists, nurse associates, social prescribers.	
6.	<p>Active Together Walking Group.</p> <p>The PPG discussed their Active Together Walk which took place on June 26th at 2 pm. The inaugural Walk was from the surgery to Holly Hayes Wood at Whitwick</p> <p>2 walkers attended and they will spread the word.</p> <p>The next walk is planned for the 21st August at 2:00 pm, PP will do a new poster for the next walk, highlighting that "Dogs are Welcome".</p>	
7.	<p>Fund raising update:</p> <ul style="list-style-type: none">• A donation was received from a patient following her husband's passing, she wanted to thank the surgery for all the help and support her husband and family had received from the surgery team.• The donation went to the PPG fundraising and was added to the current fundraising for Ear Syringing equipment.	

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	<ul style="list-style-type: none">• A thank you letter was sent to the patient by the surgery.	
9.	<p>AOB</p> <p>PPG member asked is there a new procedure for Hypertension reviews as the patient had recently received a telephone call to discuss their blood pressure results and medication, KS confirmed that all patients still need to be seen face to face for a blood test as part of their review.</p> <p>KS advised that we have 2 part-time Pharmacists working at the surgery who do some of the medication reviews including blood pressure and some information can be taken over the phone.</p>	
8.	<p>Date and time of Next Meeting</p> <p>Next meeting to be held on 19th September 2024 at 4 pm.</p>	
	<p>Meeting Closed</p>	