**PRG Meeting Notes Tuesday 4th July 2017**

Present:

Angela Marwood Practice Manager (Chairperson)

Colin Copper Patient Representative

Laraine Cooper Patient Representative

Paul Stephens Patient Representative

Janet Neville Patient Representative

Rianne Norton Administrator (Minutes)

Apologies

Kate Lamb Assistant Practice Manager

Gail Alexander Patient Representative

Sabrina Alexander Patient Representative

**Previous Minutes**

There were no action points from the previous minutes.

**Practice Update**

**Staffing**

Angela explained that both Dr Skipp and Dr Javali were settling in well at the practice. Dr Twine is leaving this Thursday (6th July 2017). Our new Advanced Nurse Practitioner (ANP) Jayne Robson has also recently started at the surgery. She is very experienced and has replaced Jane Hinchliff.

We have recently welcomed two new receptionists to the practice – Ann Wallis and Paula Llewllyn. We also have a new practice nurse – Rachel Boothroyd – recently started at the surgery. She is a newly qualified nurse and has replaced Sue Winstanley, although Sue does still hold a diabetic clinic (one morning per week during term time) at the practice.

Angela explained that we have been advertising for a new salaried GP for the last couple of years as Dr Prasad left, followed by Dr Brown and Dr Massheder, and then Dr Gilbert was with us for a short time.

Even though we now have Dr Skipp and Dr Javali in post, we still need to fill sessions left by Dr Brown and Dr Gilbert. Currently we have 20 x sessions that we need to fill. We are currently filling with these vacancies with long-term locums although this is more expensive. We currently have Dr Nabi, Dr Riaz and Dr Hussain who hold regular sessions at The Grange, and we have received positive feedback regarding each of these GP’s.

Angela explained that there is some money which will soon be available for GPs to bid for – GP resilience – up to a maximum of £5000. Angela says that the practice will be looking to bid for some of the money to help with recruitment costs.

**Community Pharmacists**

A member of the group asked about community pharmacists, as this was raised at the recent Network 2 PRG that he attended.

Angela explained that the pharmacists will be able to deal with medicine reviews and queries. Hayley (our prescription clerk) will also be able to send medication queries to the pharmacist rather than to a GP. The pharmacists are also able to identify any contraindications with a patient’s medication. This will hopefully save time for both the prescription clerk and GPs.

The pharmacists will also be involved in the Waste Management Initiative (GPs not prescribing OTC (over the counter) medications, e.g. paracetamol, emollient, sun cream and hay fever medication. They can also help with blanket changes - when a particular type of medication is no longer being manufactured, and all of the patients taking that medication need to be informed of the changes. They can also help to manage any medication changes detailed in hospital discharge letters.

Our federation has 15 practices, and we will get 3 x senior pharmacists between the 15 practices, which if shared equally, would equate to 1 x senior pharmacist per day at each practice. Each senior pharmacist will also have two assistants. Even if we only have the pharmacist for 1 x day a week this would save us a lot of time in dealing with medication reviews, queries etc. The pharmacists may also be able to deal with these types of queries more quickly as they are much more familiar with prescribed medication.

The project is due to run until March 2018 however the posts have only recently been advertised.

Angela explained that Dr Javali has come from a practice in Wakefield which employed a community pharmacist, and she has given us some positive feedback about this service.

A question was raised as to whether Wakefield CCG will continue to fund this project after March 2018.

Angela explained that if we wanted to continue the service after that time we would probably have to look at funding it either ourselves or as a network.

Angela explained that she is not sure how the service will work at this time. Whether the pharmacists will be dividing their time equally between practices, or whether more time will be allocated to practices with a larger overspend or practices with a higher number of patients. Angela was not sure if this has been decided as yet, but we are expecting to get a least 1 x full day of this new service.

We are looking forward to seeing if using this service works for our staff and patients and, if so, then we may need to look at alternative ways of working.

**Waste Management Strategy**

A member of the group asked if we have any figures regarding the amount of money saved following the implementation of the Waste Management Strategy in November 2016.

Angela explained that she has recently been to the Annual Prescribing Meeting, and, as a practice, we have improved in areas where we were overspending in relation to other practices.

However, there are no definite figures as yet. Hopefully in the next few months we will have some further data to analyse. We have got through the initial teething problems now, and are still promoting online access for our patients. Approximately 7.5% of our patients are currently registered for online access.

A member of the group commented that there are a lot of elderly patients registered at the surgery who don’t use or even have a computer.

Angela explained that alternatives are available. There was a transition period for this new initiative from 1st November 2016 to 31st January 2017, and then it was implemented officially on 1st February 2017.

A member of the group raised a comment about nominated pharmacies. He said that there was an occasion whereby a pharmacy said that they would order everything on a repeat prescription, even though not everything was needed by the patient, therefore over-ordering.

Angela says that this initiative has affected pharmacies, but that they should still be promoting the service to patients.

A member of the group asked if there had been any problems with care homes ordering repeat medication for their patients. Angela explained that Kate, Jenny and Hayley had been looking into this. We are encouraging care homes to order repeat prescriptions online, but in order to do this they need the consent of either the patient or their carer/relative where appropriate.

Hemsworth Park is working with us on this. We have also spoken to the Manager at New Haven about starting this. It does make it easier for the care home if they have this system in place. It is also beneficial if we can foster good working relationships with the local care home managers. Care homes may however have several different GP practices to deal with.

It is far better for the care homes to order their patients’ medications themselves rather than relying on a pharmacy.

Angela explained that the district nursing team also ask our GPs to sign prescriptions for dressings. The CCG have now asked that all requests to the Prescription Clerk by the district nursing team and the nursing homes come electronically so that there is a clear audit trail.

A member of the group commented that if a nurse carried out a home visit then you would expect her to have dressings etc. with them.

Angela explained that there are staffing vacancies in the district nursing team, and so not all of the team are prescribers; this why we are sometimes asked to do the prescriptions, and we are not going to refuse.

Angela explained that Hayley has taken ownership of the Prescription Clerk role. She has organised it really well, and has own routine. She has a lot of queries to deal with on a daily basis, but really cares about her role. Alison is also involved in the prescription clerk duties, along with some of the other receptionists on a part-time basis to cover annual leave, sickness etc.

**Secondary Care Services**

A member of the group asked about the consultant service we provide at The Grange Medical Centre. Angela explained that patients from other practices (inside or outside of our area) can be referred to our services using the GP e-referral services. When patients are referred to a service they will be given different choices of locations along with current waiting times, and it will then be for the patient to decide where to go.

Practices in Wakefield will know about the different secondary care services that we offer.

Murray (Radiographer) is currently trialling a walk-in service which is available Monday to Friday, and wherever possible, Murray will always try to fit the patient in on the same day.

**Mount Kilimanjaro**

Angela explained that her, her husband and five of her husband’s work colleagues are climbing Mount Kilimanjaro in September 2017 in aid of Cancer Research UK, and are currently thinking of ways to fundraise. A ‘justgiving’ page is already set up. The group have a target of £25,000 and have currently raised approximately £7000. Due to their large fundraising target, the group have also been appointed a fundraising manager at Cancer Research UK.

Angela explained that the trip is fully funded, and every penny raised will go towards the charity. It will take eight days to climb up the mountain, and a further two days to make the descent. The ascent is made slowly to help with acclimatisation.

Angela explained that team have been busy in training for the trek, and in recent months have climbed The Yorkshire Peaks, Snowden, Skiddaw, Helvellyn, Pen-y-Ghent and Whernside. Angela has also recently walked around Malham, and did the Midnight Memory Walk in aid of Kirkgate Hospice. Angela explained that she has also been doing daily walks, runs and cycle rides to help build up stamina, and is taking the training very seriously.

Angela asked the group if they would be willing to support her efforts, as she has also had some ideas of how to raise money at the surgery.

Angela explained that she and her husband will be donating a ‘Prosecco and Chocolate and Nails Voucher’ hamper which will be raffled for staff.

There will also be a “Guess the number of bubbles in the Prosecco Glass” with a £20 cash prize. Angela will also donate the bottle of prosecco. It will be £1 a ticket with a total of 60 numbers to be sold in total.

Angela asked the group if they would be happy for any donations raised from the book tables to be donated to Cancer Research UK until September 2017 when she does her trek. The group were all in agreement and expressed their support for Angela.

Angela explained that there will also be a car boot sale in her village, of which all the proceeds will go towards the fundraising efforts. Angela also suggested whether any members of the PRG group would consider running a tombola staff at The Grange as the last one was quite successful.

Angela explained that all of the fundraising efforts have been agreed with the Partners.

Angela is also going to contact Tesco to see if they might be able to support her in her fundraising efforts.

There are seven in the group altogether and each are doing their own things to try and raise money. One member of the group is in a band, and so they are doing a charity gig and have already sold £1000 worth of tickets.

All money raised will be put on the ‘justgiving’ site.

Angela has designed a poster to put up near the book table to inform patients of her expedition. She is also going to do a cake sale at work. Reception recently organised a cake sale in support of Dementia Awareness and raised £128.00.

Angela explained that the group are really excited about the challenge, but know that it will be hard work. Angela will update the group at the next meeting.

**Next meeting – Tuesday 5th September 2017**