

# KILLAMARSH MEDICAL PRACTICE

PARTNERS:  
PAUL CRACKNELL  
STEPHEN SHAW  
HENA BRAR  
GREG STRACHAN  
DANIEL SULLIVAN

**Minutes of the PPG Group Meeting  
Held on 14th August 2019 at 12:30  
Killamarsh Medical Practice**

<b>PRESENT</b>	Victoria Webb – KMP Business Manager Dr Daniel Sullivan – KMP GP Partner Guy Watson – PPG Member Alan Shephard – PPG Member Jean Childs – PPG Member Barry Jones – PPG Member Tracey Squirrel – PPG Member Lyn Allen – PPG Member Bill Parkinson – PPG Member Wendy Parkinson – PPG Member Marion Tapp – PPG Member Kevin Wood – PPG Member
<b>APOLOGIES</b>	Anne Bingham – PPG Member Samantha Bennett – PPG Member

NO	MINUTES	ACTION
1	<p><b>Introduction and apologies</b></p> <p>Victoria Webb introduced two new PPG members to the group, Kevin Wood and Marion Tapp.</p> <p>Apologies sent from Dr Paul Cracknell, Anne Bingham and Samantha Bennett.</p>	
	<b>MATTERS ARISING AND ACTION LOG</b>	
2	<p><b>Actions from previous PPG Meeting</b></p> <p>Victoria Webb had two actions to complete following the 12 September 2018 PPG meeting.</p> <ul style="list-style-type: none"> <li>Introduce a Self-help page on the practice website – now completed.</li> <li>PPG campaign on waiting room TVs to encourage new members - completed</li> </ul>	
3	<p><b>Staff update</b></p> <p>Victoria Webb updated the PPG group regarding staffing changes within the practice:</p> <p>GP Partners - Dr Shaw &amp; Dr Brar have reduced their working hours and working as a job share. The practice has been extremely lucky to recruit Dr Sullivan, new GP Partner, in April 2019 to replace some of the missing hours.</p> <p>Healthcare Assistant – Jessica Humphries has decided not to return to</p>	

	<p>work after her recent maternity leave. The practice will be placing an advert in October 2019 for a replacement. In the meantime, we have a locum Healthcare Assistant, Kelly, from The Springs Health Centre helping us out.</p>	
4	<p><b>National GP Patient Survey Results</b></p> <p>The PPG group discussed the National GP Patient Survey Results for 2019.</p> <p>All feedback received was above the National &amp; CCG average.</p>	
5	<p><b>Primary Care Networks / Quest training</b></p> <p>Victoria explained the introduction of Primary Care Networks (PCNs).</p> <p>North East Derbyshire Primary Care Network consists of 4 likeminded practices:</p> <p>Barlborough Medical Practice Killamarsh Medical Practice The Valleys Medical Partnership The Springs Healthcare</p> <p>The PCN will employ staff to work across all site. During the first year, we will be recruiting for a Clinical Pharmacist and Social Prescribers.</p> <p>Practices will see future funding going into the PCNs rather than directly to individual practices, therefore, encouraging and embedding collaborative ways of working.</p> <p>The practice will now be involved in PCN Quest training sessions and therefore the practice will close on ten Wednesday afternoons per year. The out of hours service will provide cover to patients during these times for urgent matters.</p>	
6	<p><b>Extended Hours / Extended Access</b></p> <p>Victoria Webb explained that there was a contractual obligation to provide extended hours / extended access service</p> <p>Extended Hours is provided in-house on a Monday and Thursday morning 07:15 - 08:00. GP, HCA and practice nurses appointments.</p> <p>The Extended Access Service continues to be provided by The Valleys Medical Partnership on weekday evenings and at weekends. This service is expected to go in the PCN during 2020/2021 for the practices to deliver this service to its patients.</p>	
7	<p><b>Medicines Ordering Line</b></p> <p>Victoria Webb explained the introduction of the Medicines Order Line.</p> <p>Patients will no longer be able to place medication orders via a third party i.e. local pharmacies or appliance contractors. A recent pilot running in</p>	

	<p>Chesterfield for 18 months, saved 900k across 14 practices.</p> <p>Following the changes, patients will be able to place orders by calling the Medicines Order line or via online access.</p>	
8	<p><b>Flu Programme</b></p> <p>Victoria Webb explained that the 2018 flu campaign was very successful, with Killamarsh Medical Practice being in 1st place across NDCCG for the number of patients vaccinated. This is despite all of the vaccine restrictions put on to practices.</p> <p>The 2019 flu campaign will follow the same type of vaccine programme:</p> <p>&lt;65 vaccines, expected end of October &gt;65 vaccines, expected end of September</p> <p>As normal, letters will be sent to patients inviting them to attend the walk-in clinics.</p>	
9	<p><b>CQC Annual Regulatory Review</b></p> <p>Victoria Webb explained that all practice will now receive a CQC telephone Annual Regulatory Review (ARR).</p> <p>All practices will be visited every 5 years unless an earlier visit is triggered,</p> <p>Killamarsh Medical Practices ARR went very well. The practice retains the 'Good' status and based on evidence provided during the telephone review could be leaning towards a status of 'Outstanding'.</p> <p>The practice expects to receive an onsite CQC visit by December 2020.</p>	
11	<p><b>Dignity Award</b></p> <p>Killamarsh Medical Practice is continuously making improvement to the practice.</p> <p>The practice is submitting an application form that contains real examples of how we treat patients with dignity and respect within the practice.</p> <p>On successful completion, the practice will be awarded the 'Dignity Award'. The 'Dignity Award' will then be reviewed in 2 years and the practice will have to complete a internal practice project for renewal.</p>	
12	<p><b>Practice Newsletter</b></p> <p>The practice continues to produce quarterly patient newsletters to keep patients informed of an internal changes and to promote health and wellbeing services. Any recommendations for the newsletter are welcomed from the PPG.</p>	
	<b>DATE &amp; TIME OF NEXT MEETING</b>	April 2020

