

**RICHMOND MEDICAL CENTRE PPG**  
**MINUTES OF CORE COMMITTEE MEETING VIA ZOOM**  
**15<sup>TH</sup> OCTOBER 2020**

**Present**

GB (Vice Chair) DH (Secretary), TB, DC, JC, RH, MM, DS

**In Attendance**

NB (ZOOM host)

**1. Apologies**

CH

**2. Minutes of 14/01/20**

These were agreed as a true record of the meeting.

Proposed: RH    Seconded: DC

Minutes to be signed by GB

**3. Matters Arising**

The use of PPG boxes for the confidential submission of Patient Questionnaires in early March was discussed. GB previously circulated analysis of questionnaires which Dr MT has agreed may be added to the website. Further matters to be addressed under agenda items.

**4. Introduction**

Resignations received from VC and LR due to increased work commitments and from MS.

GB to become Chair    Proposed: RH    Seconded: JC

GB has contacted patients on the PPG waiting list to update details. Membership to be discussed at future meeting.

The due date for the September AGM has been deferred due to the unprecedented circumstances of the current Covid19. Continued membership was ratified as all present agreed to continue.

GB welcomed and introduced DS, from the former Crossroads PPG, who explained her background. Her knowledge and experience will be of value.

NB confirmed payment for continued membership of NAPP.

GB updated her contact with East Midlands Health & Science, NICE, Simon Stevens and Kevin Gibson for guidance on the involvement of the PPG Core Committee with Practice.

DS briefly explained EPS (Electronic Prescription Service) and ERD (Electronic Repeat Dispensing) which will be an agenda item next meeting.

**5. Practice Updates**

PPG draft promotional statements, previously circulated, to be included on prescriptions were agreed and NB contacted CS for update.

NB outlined the difficulties with phone lines due to staffing issues, shielding and self-isolation following Covid19. Due to Government guidance appointments can only be made by telephone so this has become a priority for the Practice. Further discussion of the difficulties of appointments took place.

NB informed members that Dr PC would be GP adviser to PPG Core Committee

NB updated on current and future staffing and how AMPs are qualified to hold appropriate consultations with patients. The Multi-Disciplinary Team of our Practice is to be the way forward nationally in order to meet the shortfall of trained GPs.

NB outlined the difficulty of current national shortage of routine blood tests and how the vulnerable and lonely have been supported through Social Prescribers during lockdown and beyond.

**Action:** CS to contact IT for inclusion of agreed draft PPG promotional statements on prescriptions.

**6. Membership**

To be addressed at further meeting.

## **7. PPG Roles**

Responsibility for Virtual Groups - Vacancy  
Distribution of Leaflets – DC, JC  
Notice Boards – DH, RH  
Emails, Publicity – GB  
Liaise with supporting groups – CH, MM  
Social Media - Vacancy

## **8. Practice Priorities for the next 12 months**

NB outlined priorities: catch up on things missed due to Covi19  
ensure adequate staffing  
plan for Covid19 implications and PPE

## **9. AOB**

DS explained Health Watch and their objective of working with PPGs to form a focus group exploring the discharges from hospitals. See Health Watch website.

DH congratulated the Practice on all their hard work during the very challenging and difficult time during Lockdown and beyond. The effort and dedication of all staff is much appreciated and our thanks go to all. All members agreed.

**Action:** NB to feed back to the Practice.

## **10. Date of Next Meeting**

Thursday 3<sup>rd</sup> December at **6.30pm** Via Zoom (NB to host)

**Membership meeting:** Wednesday 4<sup>th</sup> November at **2pm** Via Zoom (DH to host)

Signed:

Date:

<b><u>Item</u></b>	<b><u>Action</u></b>	<b><u>Responsibility</u></b>	<b><u>Outcome</u></b>
5	to check with lead pharmacy to see if this is possible	VC	
5	to contact Crossroads PPG members to invite them to join Richmond PPG	VC	
5	to design	GB	
5	to hand out when attending for own appointments and when attending for clinics	All members	
5	to make box	TB	
6	to circulate possible requirements for new members to discuss at next meeting	VC & GB	
7	to email dates to PPG so members can sign up when they can attend and distribute questionnaires. Completed questionnaires to be placed by patient in PPG box	VC	
8	to email list of weeks to VC & NB	GB	
8	to consult with Practice to decide most appropriate week for PPG to support	NB	
8	to liaise to prepare for Awareness Weeks	CH & MM	
8	Members to attend to support	All members	
8	to decide at next meeting which site will be used.	PPG Agenda	
9	to discuss at next meeting	PPG Agenda	
10	to inform CS who will investigate text messaging	NB	
10	to email VC to when new website	NB	
10	to inform members	VC	
10	to use and give feedback at next meeting	All members	
10	to attend Patient Council Meeting	VC	