

# Garswood PPG Meeting - Tuesday 31<sup>st</sup> August – Minutes

ATTENDEES: Alex Prince (Reception Manager), Megan Allcock, Brian Knowles, Joe Rice, Brenda Ashcroft, Rita Chapman

APOLOGIES: Dr Parr, Dr Newton, Dr Lawson, Edwina Taylor, David Chesworth, Joy Evans

SUBJECT	DESCRIPTION	RAISED BY	ACTION
WELCOME AND APOLOGIES	Alex welcomed everyone to the meeting, including our new member Meg.	AP	No action req
MINUTES OF LAST MEETING	The minutes from the last meeting were discussed and agreed	AP	No action req
INTRODUCTION AND OVERVIEW	Alex introduced herself to the group & explained that she has taken over from Edwina in overseeing the PPG due to Edwina's other commitments with the practice and St Helens North Network.	AP	No action req
PPG – MOVING FORWARD AND NEW CHAIR	<p>Plans for developing the PPG and how to move forward were discussed. As we are now without a chair, Alex invited any existing members to contact her if they were interested in the role. Alex is also planning to advertise the PPG on the surgery Facebook page and in reception with a view to reaching a wider demographic of patients. Developing a virtual PPG which is group of people who may not be able to attend meetings but their opinion would be sought on matters raised via email or SMS was also discussed.</p> <p>Alex is looking to develop a seasonal newsletter with the help of PPG members to help keep patients updated with new staff and changing roles within the practice. An example newsletter was reviewed and agreed that it would be a useful way to keep everyone up to date</p> <p>The North Network PPG meetings were discussed briefly, AP will find out when the next is to be held and keep the group informed</p>	AP	<p>AP to advertise and recruit members to PPG</p> <p>AP to develop newsletter further and distribute</p> <p>AP to check re North Network PPG meeting dates</p>
Practice Updates	<p>Alex let the group know that Tracey the Practice Nurse will be retiring at the end of September following many years here at Garswood. The group passed on their well wishes to her.</p> <p>Interviews will take place on 2<sup>nd</sup> September for a new Practice Nurse</p> <p>Alex informed the group that two of the receptionists Chloe and Rebecca have successfully applied and been appointed to the role of GP Assistant. This is a new role which will support the GP's in the smooth running of their surgery by handling administration tasks for the GP's and some clinical duties such as ECG, phlebotomy and taking blood pressure. They are both undertaking intensive training and being supervised by Dr Parr and Dr Newton. They hope to be fully qualified by March 2022</p>	AP	No action req
Flu clinic Flu clinic (cont)	The flu clinics and planned Covid booster vaccinations were discussed with the group. The first clinics will be held for our patients aged over 65 years old on Thursday 23 <sup>rd</sup> September and Friday 24 <sup>th</sup> September in the community hall next door to the surgery. The guidance for Covid Booster	AP	No action req

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	Vaccinations has not been confirmed as yet and we are unable to deliver these in the same clinic. Delivery of vaccines for patients under 65 years are due to start in September but due to the amounts being delivered in each batch we have been unable to confirm dates for these clinics as yet.		
Any Other Business	<p>Rita has been asked by a patient what GP provision we have currently at the surgery, Alex confirmed that currently we have 3 partner GP's, 1 salaried GP and 3 trainee GP's who are at various stages in their GP training.</p> <p>Rita informed the group that she will be attending the St Helens Stakeholder Group next week and will forward the minutes to Alex for distribution. She will also forward the date and details for the St Helens CCG AGM if anyone would like to attend either virtually or in person</p>	RC	Alex to distribute once received.
Date of next meeting	TBC	AP	AP will hopefully confirm a date for December 2021