SANDWICH MEDICAL PRACTICE

Patient Participation Group

**Notes of Meeting held on Wednesday, 22nd March 2023**

**at Sandwich Medical Practice**

In attendance: Suzanne Myers (Practice Manager) SM

 Jasmine Quittenden (Receptionist) JQ

 Mr Francis de Souza (Chair) FdS

 Mrs Brenda O’Neil (Vice Chair) BO

 Mr Michael Edinberry ME

 Mrs Gill Cross GC

 Mrs Sharon Dunn SD

 Mrs Natalie Baker NB

 Mr Robert Marshall RM

FdS welcomed everyone to the meeting and thanked everyone for attending.

1. **Apologies**

Apologies were received from John Bateson.

1. **Minutes of the previous meeting**

Minutes of the previous meeting were agreed as a true record.

1. **SMP – Practice Update**

**Staff –** SM gave an update on staffing. The latest members of the team are Dr Stephanie Roberts who currently works 4 sessions per week, soon to increase to 6. Lindsay Jackson, Advanced Nurse Practitioner who deals with minor illness, Dr Ahmed our trainee GP who will be with us until July.

Jasmine joined us for the meeting and has just started an apprenticeship in Management, level 5.

**Extension** – The extension is now completed. The staff are enjoying working in their new space . It is much easier to manage now we are all under one roof. All agreed that it was very impressive. SM showed the members the new consulting and treatment rooms after the meeting.

**Butchery closure** – We have now been given formal approval to close the Butchery.

**4**. **Spring Covid Vaccinations**

SM updated the members on the plan for the spring boosters. This will start with the care homes from the week commencing 3rd April, the rest of the campaign will run from 17th April to 30th June.

Vaccinations will be given to those over 75 years of age, in a residential home, and 5 yrs + who are immunosuppressed. The plan is for us to give them at the Practice. We are waiting on confirmation of this.

**5. PPG Assistance to SMP**

BO said that she thought the PPG could be of more assistance to the staff at SMP, including collating the agenda and taking the minutes. FdS said that collating the agenda was straightforward as he always did this, meeting with SM and CAB beforehand and then circulating to the members for any suggested agenda items. Regarding the minutes, none of the other members thought that they would be able to do this. BO has offered to take the minutes, and will do so from the next meeting. SM thanked her for this.

BO also mentioned the proposed newsletter and thought that too much emphasis had been put on the practice to collate this, when the PPG should be doing it. FdS will find the newsletter information that has been sent to him. SM will also do this, and we will agree what to include. The practice will arrange for it to be printed. SD said that she would help with this.

We discussed where the newsletter could be distributed and BO asked about a facebook page. JQ said that she had been discussing this with Dr Pryse and the plan was to start a facebook page for the practice. This would have comments turned off so that it was purely for information purposes.

**6. Feedback from PCN PPG meeting (Brenda)**

BO had recently attended the local PCN PPG meeting which she said she found very interesting. She is the only person from our PPG who attends and they would welcome anyone else if they would be able to attend. The enhanced service appointments were discussed. The report showed that SMP had a low uptake and she asked what the reason was for this. SM explained that initially the other practices were using our appointments. This has now been rectified and we have a system where our allocated slots are on our own clinical system for reference. SM also explained that we tend to use our own minor illness slots initially as it is easier for our patients than asking them to attend Deal. BO said that the DNA rate for these appointments is good. Regarding DNA’s she said that when she received a text recently to remind her to attend an appointment, it gave the cost to the NHS of a missed appointment. She wonders whether this is something the practice could do. SD said that she thought this had been discussed previously, before the merger, and suggest SM speak to CAB regarding this.

**7. AOB**

FdS had recently attended a diabetes education session at Deal hospital which he said was excellent.

Sonia Jackson – An ex Butchery PPG member who has recently passed away. FdS attended her funeral and we all remembered her fondly.

**8. Date of Next Meeting**

The next meeting will be held on Wednesday 21st June at 4pm at Sandwich Medical Practice