**Date:** 25 November 2019

**Venue:**  St Georges Medical Practice – staff room

**Attendees**

Liz Stewart (LS) - Chair

Grahame Levett (GL)

Marjorie Dunn (MD)

Andy Jones (AJ) - minutes

Frank Mills (FM)

Val Johnston (VJ)

**Apologies**

Serena Rana-Rahman (SR) Jane Sinski (JS)

**Agenda used**

1. Roll call / apologies
2. Review minutes & any matters from previous meeting – All
3. Staff changes – Liz
4. Update on New Surgery – Liz
5. CQC Annual Call – Liz
6. Arrange next PPG meeting & assign actions - All
7. AOB

**SUMMARY MEETING NOTES**

**Roll call / apologies** - Roll call was taken and apologies noted.

**Review minutes** - And no matters needed addressing from the previous minutes.

**Staff Changes** - Liz advised the following staff changes:

* Dr Ramos is formally leaving the practice as at the end of March 2020 but will stay on as a salaried GP until June / July 2020.
* Dr Adisa is joining the practice as a new GP. Initially as a salaried GP but with a view to becoming a partner. She has worked at Blacketts medical practice and has good local knowledge.
* Dr Singh will continue to work 1 day a week at the surgery (Monday’s).
* Dr Baines will change his working hours and work slightly less on a temporary basis while the other GP changes come into effect.
* One member of the reception team and one secretary are leaving at the end of the year.

Job adverts are out now for the replacement administrative staff.

**Update on New Surgery**

Liz had good news for us and advised that the approval for the new surgery has been given along with cost approval. Plans are being drawn up and planning permission will be sought with a view to having the build completed the surgery moved by the summer of 2021.

The new permanent surgery building will be sited adjacent to the existing temporary building. The existing car park will be retained.

It is also expected that the additional bus services on the no. 12 route to Teesside Airport, recently announced in the press, will be of benefit to the surgery.

Val queried the draft building drawings to ask about the fire escapes and also to suggest adjoining therapy rooms might be beneficial. It was agreed to consider these points again as plans advance.

**CQC Annual Call**

Liz explained that the CQC have standardised their review approach and practices such as ours that have been rated good or outstanding will only receive a telephone review annually instead of an on-site inspection. This is beneficial to the practice as it is less time consuming. Liz conducted the review on the 19th Nov with the CQC inspector and advises all went well.

**Next PPG meeting**

Liz will arrange this for the end of January or start of February 2020.

**AOB**

Liz asked if any of the PPG members had received the letter notifying the closure of the dispensary at the surgery from the end of December. Graham had received a letter and explained he has made alternative arrangements. A short discussion was held exploring the various alternatives; local chemists and various online suppliers.

Two of the staff at the surgery have been involved in becoming Cancer Champions to raise people’s awareness. Liz explained that St George’s has a very good take up percentage for screening and the Cancer Champions will continue to promote the preventative services on offer. More details can be found on the surgeries Facebook page which can be found from this link (<https://www.stgeorgesmp.co.uk/pages/Facebook>).

A new practice whereby patients coming in for emergency appointments are given a ‘red card’ to signify to the doctor that they see that theirs is an urgent consultation has been introduced. This is to allow the doctors to question the patient, should they consider the consultation was non urgent, and to help the patients better use the services available from the surgery more appropriately.

Graham asked if the recent publicity surrounding GP home visits means anything will be changing at the surgery. Liz advised no and that patients can continue to request a home visit as needed. She further explained that the practice GP’s will sometimes contact the patient by phone in advance of any home visit to ensure it is the best course of action.

The water dispenser in the reception area at the surgery has been removed due to it constantly leaking. Additionally, it was also occasionally being used by unsupervised children leading to water spillages causing a hazard on the reception floor. Water is available on request from the receptionists.

**Actions** *– none at present*

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