**Minutes of Alford Group of Doctors Patient Participation Group**

**Held 24th November 2023.**

**Members ; Peter Hawkyard (Chair), Pat Hawkyard (Secretary), Pam Maplethorpe, Pat Mowbray, Mary McCullagh, Sam Hartshorne**

**Practice ; Dr Martin Tant, Amy Denman (Practice Manager)**

**Apologies ; Michael Jones, Sandra Glover**

**Resignation ; Sam Hartshorne.**

**Minutes of Previous Meeting ; Agreed**

**Matters Arising ; None**

**Review of Training Afternoons**

**Dr Tant explained that in order to comply with current legislation it has been necessary to increase provision of training by allocating an additional Wednesday afternoon starting in January 2024. The first Wednesday afternoon of the month, the practice would close at 1pm providing access by emergency phone line only. A duty GP will be available for urgent enquiries.**

**The third Wednesday afternoon would be a partial closure for normal service from 1pm. Access to dispensary to collect medication only.. Phone system will have a reduced service message. No bookable clinics but 1 duty clinician to triage any afternoon requests.**

**Agenda sample 3rd Wednesday;-**

**\* Safeguarding meetings – HV teams, social care teams.**

**\*Significant event learning meetings- investigations and individual meetings.**

**\*Multidisciplinary meetings – external & external, discuss patients and caseloads.**

**\*Audits- Quality, safety, HR, compliance, drug audits and infection control.**

**\* Nurse supervision and training. On line face to face training courses and personal development.**

**\* Advanced Nurse Practitioner training, mandatory updates, training courses, face to face and on line .**

**\* Departmental meetings, key emphasis on staff development, training and qualification, (care navigation, dispensing, recalls training etc).**

**\*In house and external training courses..**

**\* Health Care Assistant supervision, development and support.**

**\* Primary Care Network meetings and training programmes.**

**\* Social prescribing, MHN, health and wellbeing coach, introductions and presentations .**

**Agenda sample 1st Wednesday.**

**\* Mandatory online training – over 70 modules, many updated annually per staff member.**

**\* Group and whole Practice training, fire safety, CPR, emergency procedure.**

**\*Rep meetings- discuss latest drugs and equipment available to patients.**

**\* Talks and training, GDPR, on line access, SARS, medical records handling.**

**\*Integrated Care Board updates and any associated training programmes.**

**\*Whole practice meetings, feedback reviews, service updates, quality updates, significant event analysis.**

**\*Oliver McGowan autism & Learning Disability training mandatory.**

**Members Freedback ; None**

**Chairman’s Report**

**See Attachments – Healthwarch – 19 Pages & ICB Bulletin 12 Pages.**

**Any Other Business ; None**

**DATE OF NEXT MEETING – T.B.A. END OF FEBRUARY 2024**