



**SEDLESCOMBE HOUSE SURGERY Minutes of
P.P.G. Committee Meeting
Dated:- 30th November 2023**



1	Apologies:- L, Joyce
2	Attendees:- B, Orr M, Hall D, Jefferson J, Wheeler D, Hollamby M, Hollamby R, Sweetman R, Foster B, Gandon B, Sokell
3	Minutes of Last Meeting Dated: - 30 th November 2023
4	Young persons recruitment to our PPG, none at present, a suggested was made, could a Notice(s) be placed at venues that hold Mother/Toddler groups re: joining our PPG
5	Statement(s) of Privacy & Confidentiality: - Several Committee & Virtual members had not completed the appropriate document, those present at this Meeting duly completed the documents. There are 9 remaining Committee and Virtual members who need to complete the document, they will be contacted accordingly.
6	The Latest Patient Survey:- Liz indicated the results were encouraging but due to staff sickness, there has been a Temporary halt but the Survey will continue a.s.a.p. When the Survey resumes and there are responses, these will be reviewed by PPG
7	Repeat Prescriptions, Surgery or Pharmacy :- The Surgery will assess a request from the Patient for repeat prescription(s), the request can be via the Surgeries letter box or by mail. Once approved, prescriptions are electronically sent to your nominated Pharmacy. There have been some problems with Pharmacy prescriptions! The general consensus is that the Surgery route is best.
8	Staff Rolls/Responsibilities: - <u>Reception Team & Care Co-Ordinators</u> <div style="display: flex; align-items: center; justify-content: center;"> <div style="text-align: center;"> <p>Sarah, Siobhan, Carole, Natasha, Amanda</p> </div> <div style="font-size: 3em; margin: 0 10px;">}</div> <div style="text-align: center;"> <p>3 am Staff 2 pm Staff</p> </div> <div style="margin-left: 20px;"> <p>Minium</p> </div> </div> <p style="text-align: center;">Nurses:- Wendy & Helen</p>
8a	Recent problems with text messages re appointments, it appears that the slot type of appointments is the issue! Its defaulting to “default” slot, which implied that it is an appointment rather than Triage or Phone call slot.
8b	A Locum and Acupuncture:- As a Locum, they are not employed to perform Acupuncture, it is a skill that they have been trained in.
8c	Ear Wax removal:- The Surgery does not routinely carry out era wax removal

9	<p>Sarah, Nurse Practitioner retires in December, Helen Fryer will be new the new Practice Nurse</p> <p>Young Persons "HealthWatch" have asked if they could attend one of our Committee Meeting, this will be disused at the next Committee Meeting.</p>
10	Date & Time of next Meeting:- 8 th February 2024 14.30 Hrs