

**Sedlescombe & Westfield Surgeries**  
**Notes of PIG Meeting**  
**Tuesday 18 Sep 18 1800-1930hrs at Westfield**

Attendees:	Kevin Katner (KK) – Chair Keith Newman (KN) – Practice Manager Lindy Latreille (LL), Rod Eldridge (RE) Tina Beadle (TB), Nicola Evans (NE)
1.	<b>Welcome and Apologies</b> Lindsay Fraser (LF) Diana Nichols (DN), Monica Betson (MB), <b>Declaration of Interest</b> No one declared any conflict of interest.
2.	<b>Matters Arising</b> All matters arising were on the agenda
3.	<b>PIG Protocols &amp; Confidentiality Policy</b> A review of some elements of these PIG policies was undertaken at the previous meeting and further amendments were signed off – KK will disseminate to the group to ensure accuracy and KN will then upload to the Surgeries Website.  All necessary documentation had now been reviewed and agreed, meaning that all future meetings can concentrate on projects.  Attending Members signed the updated Confidentiality Agreement <b>Action: KK. Note all members will need to sign the updated confidentiality agreement. New members will need to sign our other policies also.</b>
4.	<b>Membership &amp; Interviews</b> Following a successful previous discussion with LL & RE, NE gave a brief introduction to her background and was welcomed to the group. During the course of the meeting it was agreed that NE would be a great asset to the PIG and she was formally asked to join which she accepted.  RE had met with Anthea Post (AP) and it was agreed that she and her husband who had also previously expressed interest in joining the PIG, would join the virtual group. AP had emailed KK with some topics that she would like to be discussed. E.g. Antibiotic prescribing. These were touched on briefly (see below item 6) and will be added to future agendas.
5.	<b>Developing PIG Responsibilities</b> KK reiterated that he would remain as Chair but would be looking to stand down from Jan 19. There was an expression of interest from other members. KK will remain in the group and will also continue involvement in PPG activities across the area which will be fed back to the PIG.  NE agreed to become the Note Taker, all agreed with the method of recording notes.  RE agreed to assist in Communications – e.g. Parish council / Newsletters  TB & DN will review Surgery documentation e.g. PIG Leaflet, Website, TV screen information. TB Also look at devising IT help guides for website.  LL will continue to attend local PPG forums as our representative and coordinate with others future education events.  Roles for LF and NE to be considered - ongoing.  KK – PPG Forum and Steering Group. Federation PPG Forum. RVA.

6.	<p><b>Planning for future activities</b></p> <p>Progressing from item 5 a range of identified activities (in addition to the above) were discussed at some length, some areas of work were immediately allocated for action. Further work on: distribution and editing of materials. Surgery displays. Meeting patients in waiting rooms - further Surveys. Communications on OTC Medicines changes &amp; Flu inoculations (see item 7). Support for GP priorities. Linking with other agencies and groups. Management of specimens. Patient travel issues.</p> <p>Two issues were considered but cannot be carried forward:</p> <p>More toys in reception areas. Hygiene &amp; cleaning issues – it is hoped parents will bring some small items with them to engage children avoiding cross infection.</p> <p>Face to face IT support for patients to help with using our systems - problematic due to insurance and risk issues.</p> <p>Dr. Mucci education event – update, “Avoiding Frailty in old age”. A significant number of surgeries in our area are also interested. Funding is a real problem, no grants have yet been found, (all are for Charities). KK to meet again with Dr Mucci next month and discuss/feedback.</p>
7.	<p><b>Practice update.</b></p> <p><b>Flu</b></p> <p>KN gave an update on the 'Flu season requirements along with the logistical problems that have arisen with two vaccines now being available. This has meant that the usual walk in clinics are not practical and currently all clinics will be by 3 minute appointments for under and over 65s for different vaccines. Hopefully this is a one off issue this year. Discussion on how the PIG members could assist. Colleagues will consider a flyer from the PIG to assist in explaining the situation to patients</p> <p><b>OTC</b></p> <p>KN briefed all on the OTC project from the CCG, with leaflets due to be delivered soon. KK reiterated the difficulties with these others of this type of leaflet in addition to the problems for dispensing practices. Discussion with local shops on what they stock a possibility.PIG agreed to review leaflets when they arrive prior to distribution.</p> <p>There was a brief discussion about ongoing funding &amp; CCG Special Measures developments as briefed on at the PPG Forum.</p>
8.	<p><b>Brief update on UTC, 111 and Extended hours services.</b> LL &amp; KK both engaged and will feed back.</p>
<p><b>Next Meeting</b></p> <p>The next meeting will be on <b>Tuesday 23<sup>rd</sup> October</b> at 6.00pm at Westfield Surgery  NB this is one week earlier than usual and will provide the opportunity to promptly follow up on actions.</p>	