

Sedlescombe & Westfield Surgeries
Notes of PIG Meeting
Tuesday 4 Dec 18 1800-1930hrs at Westfield

Attendees:	Kevin Katner (KK) – Chair Keith Newman (KN) – Practice Manager Lindy Latreille (LL), Rod Eldridge (RE) Diana Nichols (DN), Karen Atkinson (KA)
1.	<p>Welcome and Apologies The group welcomed KA to the group. Apologies received from Nicola Evans (NE), Tina Beadle (TB), Lindsay Fraser (LF) Monica Betson (MB),</p> <p>Declaration of Interest No one declared any conflict of interest.</p>
2.	<p>Matters Arising</p> <p>PIG Leaflet – Updated leaflet now online, minor changes made</p> <p>‘Flu – KN updated all on the ‘flu vaccination situation for 2018/19 and expressed the difficulties that the surgery faced. Vaccine orders for 2019-20 have not yet been completed as there is an issue over the product licence for the QIVe vaccine – In sum, it may be given a license in the UK to both over & under 65’s</p> <p>Self-Care /OTC Medicines- The surgery is still awaiting advertising materials from the CCG regarding.</p> <p>UTC / WIC Update given on difficulties for the proposed UTC</p> <p>Extended Access KN briefed all on the latest developments with Extended Access in Rural Rother.</p>
4.	<p>Recruitment</p> <p>RE & LL gave an update on people they had seen with a view to being on the PIG</p>
5.	<p>Dr Mucci Presentations</p> <p>KK gave an update on proposed dates for the presentation Dr Mucci – Help would be needed in order to facilitate a good turnout and RE & LL agreed to lead but would require assistance from other PIG members. Discussion held on what was needed. E.g. Publicity, transport Etc</p>
6.	<p>PIG Meeting with GPs KK & RE attended the meeting with the GPs on Monday 5th Nov 18 The following was discussed:- Dr Mucci OTC Drugs Messaging to patient Furthermore it was noted that the GPs were very happy with the PIG, its members and appreciated the help it was giving to enhance the surgery.</p>

7.	<p>MECC Training & Development opportunity</p> <p>KK reiterated that he had attended one of the MECC training days and was in discussion with them regarding MECC training for PPG members.</p> <p>Some MECC training had been arranged for Feb 19, although discussions on suitable content had not yet taken place – KK will chase.</p>
8.	<p>Practice update.</p> <p>Due to time constraints KN gave a brief update on the latest practice developments.</p>
7.	<p>Recruitment to PIG Membership</p> <p>KK reiterated need to increase membership of the meeting and virtual groups. Work is progressing.</p>
8.	<p>Development of PIG responsibilities</p> <p>KK confirmed that this will be the last meeting with him as Chair. The Group thanked him for the work that he had done to ensure a successful start-up of the group and all were pleased that he will continue to attend as a member.</p> <p>RE agreed to Chair future meetings</p> <p>Agenda was to be made with a more standardised – KN to forward suggestion to LL,</p>
9. AOB	<p>KK has been recruited as the 111 Clinical Assessment Service Lay Chair for Sussex to assist with its re-design and communication with our communities.</p> <p>RE asked if KN could provide a list of acronyms and their full titles to help members to better understand the organisations working in our area.</p>
<p>Next Meeting The next meeting will be on Tuesday 22nd January 2019 at 6.00pm at Westfield Surgery</p>	