

**PPG MEETING HELD ON 1st March 12 -1pm (Online meeting)**

Present: Lawson Rennie, Diana Hamilton, Andrea Hynes-Whalley, Mac McCaskill, Colin Hay, ,.

**Apologies**: Elizabeth McKenzie, Helen Doig, Chris Cunningham.

**Minutes from January 2022 meeting**

BP Pod – Work by NHS Fife is still to be completed. The Practice has completed all tasks allocated to them for installation. New computer obtained to run Windows 10.

Signposting leaflet - The link for the leaflet is now on practice website for patients to view. This is also being published in Dalgety Bay Diary in April. It would be very helpful if the PPG group could share the link found on the practice website within the community.

**Dr Donaldson article - All**

A very positive response about the article has been received via many platforms (social media and emails) Hopefully, the Community now has a clearer understanding of daily tasks of GPs. Positive comments are also being shared about other staff members too. All staff being appreciated for their contribution to the community’s care. This has been a very useful exercise to help with operational understanding.

**PPG going forward – All**

Mac discussed the return to face to face meetings for the PPG. As General practice Covid restrictions are still in place, no date has been set to change back to physical meetings. The PPG will continue to meet via Teams meantime.

Lawson recommended that the group recruit new members. This was agreed by group and recruitment can be done by all via Social Media, The Diary, Keithing and notice boards.

**Practice Covid update – Diana**

Practice staff are still abiding with PPE regulations and social distancing in order to protect vulnerable patients.

NHS Fife Immunisation Teams will be responsible for all vaccinations including Covid-19 from 1st April 2022

Over 75s will be invited to attend a local community clinic for a 4th booster of Covid-19 vaccine.

**Practice Update**

Appointment update - The surgery is busier than pre- covid times. Patient demand on a Monday is very high and difficult for the staff to manage. 90% of patient requests for care could have been dealt with on other week days. Every request is reviewed by a GP who takes great care not to miss any detail out. To protect patients and staff, some patients with respiratory issues are asked wait in their cars until the GP comes out to collect them.

The Practice is in the process of reviewing the appointment system. Details will be publicised to patients.

Lateral Flow Tests (LFTs) are no longer free in England. No end date for Scotland at this time. Mac suggested that patients may not want to purchase LFTs and as a result will no longer self-test.

Public Holidays- The practice will be open for pre booked appointments only over the Easter bank holiday weekend. Patient care will be covered by NHS 24. Only patients with prebooked appointments will be seen in the practice.

Calibration of Home BP Monitors - A ‘drop in’ clinic will be run at both Inverkeithing and Dalgety Bay Surgery on Monday 18th April 2022, 10am to 12noon, for patients to bring their BP home monitors for calibration.

Mandatory staff training will taking place on the public holidays.

Diana will share information of services available at the Practice on Good Friday and Easter Monday, to be share on social media.

The practice is planning to have a Face book/Twitter page to share practice related service information. This will be run by staff members and Andrea recommended a PPG member is also involved.

Pharmacy first plus service - Some community pharmacists are additionally trained as independent prescribers to deliver this service. They can issue prescriptions for ‘prescriptions only medications’.

Nurse led Group Consultation appointments training is being done by several members of the practice team (clinical and non clinical). These group consultation appointments will hopefully help to clear some of the backlog of chronic disease clinics. Mac had an excellent experience when he attended the hypertension group consultation appointment.

Workload Statistics

Period covering 24/01/22 – 24/02/22

GP patient contacts - 3156 (2249 patients)

HCA patient contact – 1073 (623 patients)

Nurses contact - 1224 (776 patients)

ANP patient contact – 520 (269 patients)

Cluster Pharmacist – 363 (Practice pharmacist on sick leave. ) Cluster Pharmacist sessions reduced from 12 to 7 due to staffing shortage from illness.

DNAs (including missed calls) - 318

When triage system is used no DNAs occur.

**AOB**

The next PPG meeting will be on Thursday 24th March online at noon.