

## MINUTES PPG HELD ON 23<sup>rd</sup> September 2019

### IN ATTENDANCE:

ASP

MS

### APOLOGIES:

Please see attendance sheet

1. Dr Patel welcomed the group.
2. Minutes from previous meeting were agreed.
3. Apologies accepted for this meeting and noted.
4. Updates discussed:
5. Staff:
  - a) Dr Stephanie Freedman returning from maternity leave in November.
  - b) We have a new GP starting – a spin doctor – Dr Patel explained this role and this GP will be working for us for 4 sessions per week.
  - c) New receptionist Besma full time employee – hopefully with more staff we can ensure we have more staff on duty during busy periods.
  - d) We are looking to employ an in house pharmacist who will organise medication reviews: adjust medication on receipt of discharge letters from hospital attendances
  - e) A request for all staff especially reception to wear name badges will be actioned.
6. Practice:
  - f) We will be utilising the dentist are for admin – 6 computers for hot desking. This will reorganise some of the staff into teams and change of roles to demonstrate that more staff will be multi tasking.
  - g) Managers room will revert to another clinical room
  - h) A request to add a message onto Jayex board regarding dentist move will be done.
7. Collaborative working:
  - i) We are in process of organising back office working with Woodlands practice as a collaborative agreement
8. Patient care:
  - j) RFH have joined an electronic system called Cerner which allows practices to have access to view attendances by our patients in clinic and see outcomes. This is a great tool for GP/Nurse teams.
9. AOB:
  - k) Finchley Memorial Hospital update:

**Ravenscroft are moving in as a GP practice with back up from Mill Hill.**

**l) New services such as Skype are on the horizon – patients giving consent for this service will be required.**

**m) Primary Care Networks:**

**Barnet have 7 groups across 3 localities spilt into 2, 2, and 3.**