



**Church Street Medical Centre**  
 11b Church Street • Eastwood • Nottingham • NG16 3BS  
 Tel: 01773 712065 Fax: 01773 534295  
 www.churchstreetmedicalcentre.com



**Practice Meeting: Minutes**

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 Version: 14.01.01



Nottingham West  
 Clinical Commissioning Group



Meeting Date: **Tuesday 5 April 2016 at 2:30pm**

Meeting Type: **Friends Meeting**

**AGENDA**

1. Apologies	Chair
2. Review of last minutes	Chair
3. Electronic Prescription Service	DR
4. Community Transport	TB
5. Engaged Practice Scheme	TB
6. CQC	DR
7. Newsletter	TB
8. New clinics at CSMC	DR
9. Staffing	DR
10. New PPG recruits	JM
11. Any other business	
12. Date of next meeting	

**ATTENDEES:**

**APOLOGIES**

Rosemary Weir	Gordon Butler	Diane Rowley	Pauline Beech
Suzanne Sheils	Pauline Beech	Richard Biscoe	
Mick Wagstaff	Joan Morley	Teresa Burgoyne	

**SUBJECT                      NOTES                      ACTION BY AND DATE**

Review of last minutes	All agreed the minutes were a true record. RM welcomed Gordon Butler to the PPG group and all members gave a brief introduction of themselves	
Electronic Prescription Service	The planned date for going live is June 12 2016.	Details on the scheme to be forwarded to members DR
Community Transport	TB gave an overview of this service, which is still under used. All GPs now carry the info slips with them when doing home visits and all staff are aware of service. TB to continue to work to promote the service, possibly for EVB to speak to care homes managers.	To find out numbers of patients in each local care home DR
Engaged Practice Scheme	Suggestion of a “truthful disclosure of available appointments” rather than a mystery shopper.  Suggestion of rephrasing when asking patients the reason for a book on the day appointment – “It would be helpful” “Are you in pain?”	To raise with PRG TB and JM  To share with team at next meeting DR

Minute Taker:



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## Practice Meeting: *Minutes*

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	Suggestions re appointments and accessibility noted.	To share info with DB and GP partners DR
CQC	Earliest possible date will now be May.	
Newsletter	To be created 4 times a year, seasonal. Suggestions for the Spring newsletter: appointments, community transport, EPS, Dr Atkinsons charity run, new clinics at CSMC, Pharmacy services, travel vaccinations, antibiotic use	TB to create DR to forward relevant information to TB
New clinics at CSMC	An ultrasound clinic and gynaecology clinic is now being held at CSMC. The gynaecology clinic hosts 2 consultants and offers a one stop shop. It is hoped, if successful, for the frequency to be increased. We also continue to host the pain clinic and the memory clinic. Eastwood Health Centre is currently offering very limited services and due to close.	
Staffing	Dr Homer finishes her training and will then become a partner, working 2.5 days a week. We are currently advertising on NHS Jobs for a Practice Nurse 16/20 hours a week. Dr Karl Alvarez, Registrar finishes today and the new Registrar Dr Khan (F) starts tomorrow. Her working hours will be Monday and Tuesday all day and Wednesday mornings when not at VTS. Chloe is now a permanent member of the reception team. A new member of staff, Molly, has begun a one year apprenticeship in reception.	
New PPG recruits	The 2 possible new members who were contacted have now declined to join the PPG but the group are very pleased to have Gordon Butler on board.	
Any other business	Sharps/needles disposal, Eastwood Health Centre are still currently accepting these but when they close it will then be Kimberley Health Centre.  PRG report. Request to display Age UK poster.	To raise with PRG TB and JM (and to be added to next months agenda) To circulate PRG highlight report DR Display poster DR
Date of next meeting	Thursday 19 May 2.30pm	Apologies received in advance for RB and SS

**Copy of minutes to be circulated to attendees and all members not at the meeting**

**Date of next meeting: Thursday 19 May 2016 at 2.30 pm**

Minute Taker:	Diane Rowley		
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