

Minutes from UVSPPG Meeting - Monday 28th June

Attendees: Gaynor Downie, Emma Cousens (guest), Yamini Kumar, Sharon King and Mike Lally

Apologies Suzanne Robinson, New Core Member. (June 2021)

New Core member to join for September, Joanne Cawley.

1. **Welcome & Apologies** - Welcome to Yamini, new Core member.
2. **Minutes of last meeting** - Minutes were agreed
3. **Partnership Working within Cheshire West** - Emma Cousens explained her role. Primarily, to improve access across the PCN and work collaboratively across the area. We fall into Chester East. 9 PCN's in Cheshire. PCN's work under the CCG. 2 streams of funding (1 ICS and 1 PCN's). ICP arm of her role to look at the needs of the community.

Actions: Mike to produce a One Pager/Flow Chart to explain how all the enterprises fit together. For ongoing reference and wider circulation to patient community

4. **Practice update.** Dec -June Covid vaccine programme. Final vaccine session 8/6/21. 28 clinics, 30,000 people vaccinated. 400 volunteers. 4663 patients from Upton Village Surgery. Phone 119/website for vaccination appointments. Vaccination bus creating drop-in sessions. Covid Hot Hub service extended to September. No issues with supply. Can view vaccination records on NHS app and also e-consult. 3,500 patients at UVS had one vaccine at least from the programme. Booster vaccines trials started in May. Hoping for update by September. Possibly to coincide with flu vaccine rollout for approx. 2,500 vulnerable patients. Capacity for face-to-face appointments available at the surgery. E-Consult has increased 30-100 appointment requests/week. Relaunching annual checks for over 40's. UVS Constantly reviewing balance of types of appointments. Urgent Care Centre at Countess Hospital via 111. Chester East PCN will be managing extended hours and extended access from April 22. One medical are working with Chester East PCN on structure and operating plan.

Action: Sharon to ask Emma Fay, Garden Lane surgery if there is any scope for volunteers to join other groups to support the surgery.

Action: Mike to add an article on next newsletter about how to access vaccination records on NHS App and E-Consult.

Action: Sharon to ask One Medical if looking for PPG input.

5. **Patient Survey Update** - Discussion on what platform to use for patient survey. Survey Monkey, Mentimeter. Survey Monkey has been signed off by partners to use. 5 or 6 question survey taking approx 10 mins by text following on from ad hoc appts.

Action: Gaynor to meet with Sharon to take forward the surgery survey with Lena.

Action: Gaynor, Sharon and Lena to draft questions for survey and send to core members first for discussion and then virtual members to "test" prior to rollout. Aim, to complete prior to next PPG meeting in Sept.

6. **E-Consult Project Report** - Discussion on progress

Action: Sharon to ask Dr Afridi to share the final draft of the e-consult project with PPG to allow feedback.

- NHS (GP Data) Data Sharing.** - Practice view: Date moved to September 2021. Guidance is on website, in newsletter, on f/b page and in waiting room but if any further comms is required....

Action: Sharon to discuss with partners what additional action may be appropriate for the surgery to proactively highlight this news e.g. a text message to patients.

- NAPP Update** - Mike has chatted to other PPG chairs and Mike will feedback to NAPP ref value.
- Maturity Matrix Review** – Mike suggested one or two updates to reflect current position and will share with group when done.

Action: Mike to share outputs when available

10 **Work Programme Update** - Discussed new members input alongside current grid. Further meeting planned with new members before next meeting to discuss further.

11: **Newsletter update.** – Discussed ways to raise profile of PPG within surgery environment

Action: Mike to create a one pager powerpoint slide for surgery screen to promote newsletter.

Next Meeting & AOB

Next meeting date. **27th September 2021 5-7pm.**

Discussed face to face meeting and possibility of 5-7pm meeting times. Face to face meetings unlikely until new year at earliest.

Action: Mike to contact new core members and existing PPG members to integrate fully prior to next meeting.

Action: Mike to reply to virtual member re question on E-Consult.

Action	Lead	Target Date	Status
Produce a One Pager/Flow Chart to explain how all the enterprises fit together.	Mike	31 July	On schedule
Sharon to ask Emma Fay, Garden Lane surgery if there is any scope for volunteers to join other groups to support the surgery	Sharon	31 July	On schedule
Include article on accessing vaccination records on NHS App and E-Consult in next newsletter	Mike	30 September	On Schedule
Sharon to ask One Medical if looking for PPG	Sharon	31 July	On Schedule

input			
Draft Comms. strategy (incl. proposal for new annual survey)	Mike	Summer	On schedule
Gaynor to progress survey development with Sharon and Lena and draft survey for review separately by core and virtual members	Gaynor & Sharon	By Next meeting	On Schedule
Sharon to ask Dr Afridi to circulate final draft of e-consult project report to core members for discussion and feedback	Sharon	31 July	On Schedule
Sharon to ask Partners to consider what additional action may be appropriate to advertise	Sharon	31 August	On Schedule
Update Maturity Matrix and share with core members	Mike	31 July	On Schedule
Create PowerPoint slide for surgery TV screen to advertise newsletter and PPG	Mike	31 August	On Schedule
Reply to e-consult question raised by Heather, Virtual Member	Mike	11 July	On Schedule
Report back on Survey platforms research	Gaynor	28 June	Complete
Contribute to e-Consult project being managed by Dr Afridi and feedback to next meeting	Mike	28 June	Complete