**Patient Participation Group – Fairfield Surgery**

**Minutes PPG Committee Tuesday 17th March 2020**

Location: Burwash icafe 6.30pm

1. Apologies – Dr Mark Robertson, Betty McBride, Dorothy Palmer, Lorraine Lea   
   Attendees

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| Jane Bryant, (**JB)** | Dr Mathew Thomas (**MT)** | Claudette Neville (**CN**) | Anna Gilson (**AG)** |
| Frank Smith **(FS)** | Julie Watson (**JW**) | Jill Westwood (**JWest)** |  |

Parish Councillor Julian Kenny invited to attend

1. Minutes of last meeting – 21st January 2020 – approved and signed  
   Items 3-6 to be held over to the next meeting to focus on the Covid 19 pandemic
2. *Matters arising:   
   Patient Survey – draft attached  
   Virtual group*
3. *Review PPG Plan 2019-2020 - attached*
4. *Community Hub*
5. *Dementia Choir – update*
6. Practice update **MT** reported that the focus of the Practice is to protect the village and their staff.  
   Latest directives from the government:  
   Hospitals will stop elective surgery and probably Out Patient appointments, though that is not clear at present.  
   There will be early discharge from hospital for many patients which will mean their care will be transferred to the GPs.   
   The family of anyone with coronavirus must self-isolate for 14 days.  
   Fairfield surgery  
   GPs will be focusing on acute problems so appointments cannot be booked in advance. Patients must ring in and the Receptionist will triage their need. If they need a doctor’s input they will be given a phone appointment. At this the doctor will decide on treatment or a face to face appointment.  
   Existing appointments will be cancelled by text or phone and then patients will be called by the Receptionists to book a phone consultation.  
   Receptionists are wearing masks and gloves with a metre demarcation on the floor to distance them from the patients. 4 Receptionist may have to stop work as they are in the vulnerable group.  
   Patients will be texted to ask them to order their repeat prescriptions on line. When collecting medication, it will be passed over in a box.  
   150 prescriptions are ordered at peak times like Christmas. Now there are up to 350 so storage space is a problem. There is not likely to be a shortage so over ordering is not necessary.  
   There is a separate room where any patient with coronavirus symptoms will be seen. Staff have personal protection equipment.  
     
   Dr Robertson is self-isolating at present due to family illness but he is able to carry out telephone consultations  
   Dr Thomas is delaying his retirement until the summer to provide support to the Practice.
7. Community support plans The parish council want to set up support for those who need it. They have produced a draft leaflet to be delivered to every household in the parish. **JB** suggested an adjustment to the layout to make it an easier read. This asks for volunteers and those who need help. This is going out via Facebook, the village website and the ebulletin but the leaflet will reach those who are not on line.  
   General discussion - An easy way to identify those at risk is to go to the flu vaccination eligibility list excluding those 65-70yrs. With confidentiality issues the Practice cannot give out that list but they can advise these patients that they can contact the parish council for help.   
   The main help that this programme can offer the Practice is the delivery of prescriptions to those who are self-isolating.  
   **FS** will be taking the medications to Etchingham PO which Jill Cochrane did previously.
8. AOB - none
9. Provisional dates of next meetings – 19th May, 21st July, 15th September, 17th November 2020

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Grant £550

Expenditure – Diabetes leaflets £118  
 Delivery £120  
 Donation to Diabetes UK £ 70  
 School leaflets £ 46.50  
 School leaflets and posters £ 35  
 Total £ 389.50

Remaining Grant £160.50