

Minutes Directors Meeting Amber Valley Health 12/09/18

Attendees: Kaysia, Anne, Nic, Justine, Marion, Cheryl

1. Review action points from last meeting:
 - a. Kaysia has heard from CQC, no change to SOP needed
 - b. We are still waiting to get an AVH@nhs.net email
 - c. Wipeable/reusable name badges have been found, Jane will order.
 - d. Handbook is being updated by Nic, need to finish and then can email to all hub clinicians.
2. Hub running update:
 - a. Generally positive/going well
 - b. Discussed need for clinicians to stay until end of shift as this is when they are being paid until, especially if nurse/HCA on shift as GP cover needed.
 - c. From SMC in practice auditing, need a feedback loop to clinicians to tell how to do certain things. E.g. Clinician DNA coding. Agree at present, work in progress and to see if this develops, **Marion will continue audit.**
3. Appointment booking/use:
 - a. Discussed disproportionate use by some practices than other. Discussed possible reasons and need to reduce barriers to practices not using appointments. Agreed to change booking to use own practice's allocation only. Aware and acknowledged the possible conflict of interest as directors are working clinical shifts at the hub and aware this might reduce workload there. Also discussed the EMIS/System1 balance on appointments and design of templates by CA to allow less swapping, not happening with ad hoc booking. **Anne to email practices**
4. Specific appointments (e.g. gynae/MH):
 - a. Agree gynae double appointment to allow clinician to take history and examine
 - b. Agree safer to avoid appointments specifically booking for mental health reasons as continuity of care important and may cause safeguarding issue. **Anne to email group.**
 - c. Agree that currently, given the timings of appointments, to change the last appointment to a double slot to allow for complications/inappropriate booking. To review this with initial audit in October. **Cheryl to action on rota.**
5. Other clinic types:
 - a. Agree HCA health check clinics

- b. Agree all dates to nurses for smears/swabs.
 - c. Work on asthma/COPD/chronic disease templates. **Nic to start looking into**
6. Overtime/late finish:
- a. Agree process to be PM on call to authorise/inform Rota manager (Cheryl) and would be in charge of calling Julie/ Jessop GP to arrange locking up. **Cheryl to inform managers**
7. Contract:
- a. Update following emails with CCG. Happy to sign. **Nic will liaise with Carol Foster**
8. Bank Account:
- a. Work in progress, will be swapping to bank line system to ensure dual authorisation for payments. **Marion will call Natwest**
 - b. Waiting for last 50ps, **Marion will chase**
 - c. No money from CCG yet, they have the new details for the AVH bank account. **Marion will chase.**
9. Invoicing:
- a. Who will check Nic's invoices? **Anne – will email across.**
 - b. PM/Directors mileage. Discussed and agreed as no set "place of work" – will assume hub as place of work, or if administrative, normal office/home. Claims for mileage for other journeys only.
 - c. Locums not working in AVH practices. Not sure what the implications are for this in terms of IR/pensions. **Marion will discuss with accountants to clarify**
10. AOB:
- a. Board up in reception to name clinicians on duty. **Cheryl will source**
 - b. Website is live, might want further work on this at future date.
 - c. Leaflets still awaited from Charmagne.
 - d. PM on call going forward. **Cheryl will add to November rota.**
 - e. Need to respond to PPG member. Email has been drafted. **Marion will send.**

Proposed date for next meetings: Monday 8th October; Monday 12th November; Monday 10th December

Actions:

Who	What	When
Marion	Ongoing AVH appt audit	Discuss summary next meeting
Anne	Email to practices re: only booking own appts	14/9/18
Anne	Email about appointment types	14/9/18
Nic	New nurse clinic types	Discuss at next meeting
Cheryl	Make rota swaps to make last double	14/9/18
Nic	Liaise with Carol about contract	1/10/18
Marion	Sort out Natwest account	Discuss progress next meeting
Marion	Chase 50ps and CCG money	20/9/18
Anne	Check Nic's invoices	Monthly
Marion	Discuss IR info with accountants	1/10/18
Cheryl	Source board for clinician names	1/10/18
Cheryl	Continue PM on calls on November rota	As needed
Marion	Reply to PPG email	20/9/18