



## **MINUTES OF MEETING - 15 November 2018**

Present: Julie, Kaysia, Cheryl, Charmagne, Jane, Lynne, Marion, Yolanda, Suki, Nic, Anne, Justine, Amanda

Apologies: Ian, Sharon and Simon

### **Deepak Subramanian, Respiratory consultant, RDH and Jo, Respiratory nurse, RDH**

Deepak and Jo came to talk about the new Impact Plus service which has been commissioned by the CCG. Covers all respiratory conditions - telephone line available for GP practices and patients, 7 days a week, 8-8. Will contact all patients with a new diagnosis within 6 weeks for initial review. Jo is the named nurse for the Ripley place and Chris covers Heanor. 10 nurses, physio and OT within the team. Can help with patients having an exacerbation as needed. May refer back to practices for a px - can be done by task on SystemOne and would be email on EMIS.

Would like to attend practices for a 'virtual' MDT team meeting to discuss patients with the practice to see what help can be given - one per place per month. One already done at Parkside and was very useful. Fatigue and breathlessness groups available for patients - 4 sessions - looking for places in the local area to hold these. Also looking at group projects outside a health environment i.e. singing group.

Discussed spirometry as this is often repeated in secondary care after having been done in primary care - need to look at ways round this as there are some experienced nurses in primary care performing this and some practice nurses currently going through the accreditation process. Will also provide practice education sessions.

Please refer new patients, anyone with 2 exacerbations or anyone else you think would benefit. Forms available on the Impact plus website, Nic has also circulated these and will send again on email.

**ACTION - Nic please recirculate Impact email.**

*Deepak and Jo left the meeting*

### **Extended access**

- Discussion around communication between AVH and practices and how this is working and whether we need to change anything. Planning to use the AVH email address for more formal communications. Those present felt working well and prefer to be kept in the loop. Request that any questions from hub staff are directed to Cheryl rather than the practice manager acting as the 'middle man'. Looking at adding an area on the website for staff communications and the rota being added to this. Request that directors meeting minutes are made available to all - **ACTION - Nic please circulate following directors meetings.**
- Finance - the 15 ppp will be made with the November payment - is based on capitation of Oct 2017 (which is the figure which is currently being used for all payments). Payments for staff hub hours will be paid 23 Nov - still work in progress. Statements should be out Fri or Mon and hope in future to get these out by the 10<sup>th</sup> monthly.
- Appointments - from 1 Dec the last appointment will revert to a 15 minute appointment on a weekday and the 30 minute appointment will be moved to mid surgery on a weekend. Discussed reasons why appointments are bookable only by the practice - due to equity, still

early days and trying to get all practices to use their share, also if appointments not full (particularly Sunday) shows to NHSE that these appointments are not required. There is some expectation that appointments may be booked due to winter pressures going forward.

- Xmas cover - directors have discussed this and whilst don't want to do and don't feel that there is a need we are contractually bound to provide this service (if we can). Email to be sent to all hub staff asking for volunteers at time/half. Shift will be 8.30 - 10.30. If no appointments booked shift will be cancelled and 50% paid to those staff that volunteered - though this will be at short notice. We do have agreement from DHU that they will cover if we cannot get the staff to cover as they have already agreed to cover Belper from Ripley hospital for these days.
- Practice forum - PCP have run a practice forum for their group of practices - lunch provided, various speakers and subsidised by support from various companies. Directors would like to provide something similar for our practices. Agreed to hold on the July QUEST. Discussed and agreed that we would invite the Belper practices to join as they are within our place alliance group.  
**Action - please send your numbers of staff, split by GP, ANP, Nurse, HCA, and Receptionist to Cheryl by 23 November. Cheryl - please email Belper to see if they are interested and to gather numbers.**
- PM on call from Jan 2019 - directors discussed whether necessary to continue with a practice manager being on call - staff have not contacted that often and this has mostly been to Cheryl (even if not on call). **Action - Cheryl please advise hub staff.**

#### PQS

We have met a COPD action point with Deepak/Jo coming to talk to us. Need to ensure that this is feedback to staff in practices.

#### Any other business

- AVH has expressed an interest in continuing to provide extended access after March 2020 and that we would be willing to look at other areas within Derbyshire. Awaiting further information from the CCG.
- Staying to end of session - still feelings that staff are going before the end of the session. Further confirmation email to be sent. If staff advise a practice manager of this, please ask them to contact Cheryl so that we can take any necessary action.
- Cancellation of appointments by patients when practices closed - on the agenda to be discussed if we can find a way of doing where patients do not have the ability to be able to leave a message.
- Clinical staff from outside AVH area asking to work - yes we can accept to work at the hub (more difficult if a limited company) would just need to raise an invoice on a monthly basis. First step would be to contact Cheryl for an expression of interest form.

Next meeting - to be advised