**Oswald Medical Centre**

**Minutes of Meeting**

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| **Date: 1st August 2024** |  | **Attendees:** |
| **Meeting Title: Patient Participation Group** |  | Rita Naylor (RN), Stephanie Driver (SD) Stacy Feeney (SF), Jan Taylor (JT), Tracy Troubridge (TT), Donna Preston (DP)  Patients: (MR) (CR) |
| **Agenda:** |  |
| **1. Apologies for absence**  **2. Introductions**  **3. Flu Clinics 2024/2025**  **4. Proposed Terms of Reference / Ground Rules**  **5. Any Other Business**  **6. Date of next meeting: Wednesday 9th October 2024**  **7. Meeting to close by 11:30am** |  |
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|  | **Apologies or on leave:** |
|  | Apologies: (MG) (LP) (ABR) (SOH) |
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| **Items discussed and brief notes of discussion:** | **Actions agreed and to whom allocated** |
| **Introductions -** SD opened the meeting, introducing the PPG members present to new members of staff who were invited to the meeting:   * Donna Preston – Office Manager – responsible for rotas, Admin Team and training / supporting the Reception team. Donna has 25 years of service in a GP practice and has worked previously for surgeries in Burnley. Donna is organising the flu clinics for 2024/ 2025. * Jan Taylor and Tracy Troubridge – the practice’s HealthCare Assistants within the Nursing Team. Jan and Tracy do a lot of the flu vaccinations as well as assisting with minor surgery and carrying our diagnostics tests, monitoring and reviews with patients.   SD invited these team members as they are key to the success of the flu clinics each year.  CR shared the promotional materials from her time as the ‘Cancer Research Bowel Cancer Screening Poster Girl’. CR was featured in magazines, on bus stops, train stations and TV as a bowel cancer survivor and campaigner for bowel cancer screening uptake. |  |
| **Flu Vaccinations 2024/2025**  SD outlined that we have been advised that flu vaccines should this year follow a strict timetable as follows:   * Pregnant ladies and children aged 2-3 from 1st September 2024 * Adults over 65 and immunocompromised aged 18-64 from 1st October 2024.   We believe this is due to the need for protection to be aligned more to when the flu virus lands in the UK and prevent spread by vaccinating the ‘super spreaders’ first.  **Children’s Nasal Flu Clinics 2024/2025**  SD presented the data around last year’s uptake and performance.   * 400 children eligible for vaccination * 25% uptake achieved in 2023/2024   Uptake was higher last year than previous years and this has been attributed to the Saturday coffee morning clinics where children were offered pop and biscuits when attending.  SD explained we have ideas for a ‘FLU FIGHTERS’ party in 2024/2025 to extend this further. Each child will attend and have their vaccination. They will be given a sticker and bravery certificate and in Reception we will have a table set up for the child to collect their party bag filled with bubbles, pop, raisins, stickers and some other fun items. They will be offered a juice and biscuit and can have a transfer tattoo.  For 2024/2025, there are plans for PCN Nurses to visit nursery settings – vaccinate all children who want this whilst at nursery. This is because the new free nursery places introduced by the last Government are due to launch in September 2024 and parents may find it more convenient to have their child vaccinated whilst at Nursery rather than arranging an appointment. Whilst this will provide more opportunities to vaccinate the children, there are still children who are not at nursery, cared for by a child minder or in an alternative setting and surgeries must sill make every effort to improve uptake across all children aged 2-3 years in September.  Other ideas discussed:   * Some children may fear uniforms – tabards to be purchased for staff which will be like the ones worn on the children’s wards at Alder Hey – bright and colourful.   **Pregnant Ladies**   * This year we have 140 Patients eligible * Uptake very low in 2023/2024but not directly extractable as these are included in the 18-64 at risk data. * Patients have already been invited for whooping cough (pertussis) but pertussis can be given at the same time as flu – we need to drive both. 5 infants have died of whooping cough in 1st quarter of 2024 which was preventable through vaccination.   It was discussed to have the pregnant ladies clinics on at the same time as the children and have an information station in reception on childhood vaccinations – featuring ‘Auntie Jade’ our Childhood Immunisations Champion. If they see the efforts we go to for children who attend for flu they may be more likely to attend with their baby for childhood vaccinations.  **Adults**   * Achievement for over 65s in 2023/2024 = 1221/2476 – 49% - DONE IN THE PRACTICE SETTING 😊 * At risk age 18-64 in 2023/2024 = 695/2593 – 27% in practice setting   The high uptake for the adults (over 65) was attributed to the Saturday Coffee mornings. These will be repeated this year. Other ideas discussed and agreed as follows:   * Pharmacies do walk ins – Oswald to trial these on a Saturday. PPG members will volunteer in case of high take up to ensure the day goes smoothly with lots of hands on deck. * Shakil Ahmed to be invited in to do a bowel cancer screening uptake information station. * PPG members to speak to patients who attend to recruit more PPG members | **RN to contact PPG members to help put the FLU FIGHTERS GOODY BAGS together – production line.**  **RN to look for colourful tabards**  **DP & JP to do a childhood immunisations information station.**  **SD to put together press releases for the flu clinics in October.**  **SD to create a PPG information pack for potential recruits & FRIENDS OF OSWALD MEDICAL CENTRE badges for PPG members who volunteer at the clinics.**  **DP to organise a walk-in clinic** |
| **Proposed Terms of reference –** The terms of reference were posted out to members prior to the meeting | **To be agreed at next meeting** |
| **Ground Rules**  SD presented some proposed ground rules for PPG meetings as follows:  **Proposed Ground Rules for PPG Meetings / Members**   * Start and finish on time and keep to the agenda. * Ensure that phones are switched off, to avoid disruption to the meeting. * Inform the PPG Chairperson, or Practice Manager, prior to meetings, if unable to attend. * Be professional and courteous at all times. * Listen to each other with respect and without interruption – all views are valid. * Be open and honest in our communication, and challenge appropriately. * Be flexible, listen, ask for help when necessary and support each other. * Not raise or discuss personal matters at the meeting. * Not to use membership / participation as a means for priority access * Demonstrate a commitment to delivering results, as a group. * Maintain confidentiality and not discuss any sensitive matters outside the meeting. | **PPG members to consider the ground rules and suggest further ideas / amendments etc.** |
| **All PPG members were thanked for their kind contribution and attendance.**  **Date of next meeting: Wednesday 9th October 2024** | |