Minutes of Senior meeting Wed 9th February 2023

**Present** – Craig, Paula, Prash, Monika, Peter M, Fiona, Tori, Nicky, Lucy, Anisha, Vishal, Kate, Lou, Jon S, Karol W, and Helen

Apologies – Peter E, Cath K, Max H, Nina L, Yvonne M, Meha T, James H

**Teams update**

**Pharmacy & Dispensary** – Anisha updated.

The Dispensary turnaround time for repeat prescriptions is 7 days, we are catching up after BHols and issues with the vending machine which have delayed.

The B12 template has been updated to reflect new guidance.

Any cholesterol blood results that are being reviewed; please can clinicians be mindful of calculating QRisk before asking patients to contact for a review.

It was agreed to park fasting lipids for the moments.

Anisha advised that the new practice formulary will be operational in the next week, please see her if any queries but it has been designed to be super user friendly.

Helen advised the Dispensary will be closing from 1.00 – 2.30pm daily, to allow for catch up, from 1st June. Any clinician who needs an urgent rx after 1, just alert dispensary.

**ANPs** – Tori mentioned workload, Helen advised this has been feedback via the patient survey and Partners will be responding via a staff newsletter.

**Nursing Team** – Lucy updated.

We are in the process of recruiting for a new HCA. We have offered the post and waiting for her to accept it.

We are rolling out the Libra 2 device primarily for patients on insulin. Lucy is happy to see patients who need advice on it. It is very good for diabetic control.

Amanda L is now doing dopplers so they can be booked directly with her.

Spirometry has started again but is newly introduced so a work in progress.

24-hour BP and ECGs need time to allow to be downloaded. Paula expressed concern at interpreting results, for further discussion.

**Reception** – Lou advised that she has two new and 1 fairly new staff member in training so please bear with the team. Query around fit tests which opened a bigger discussion. Paula will review the guidance on following up a fit test.

**Kate** advised the Donna was still being trained on the rotas.

**Significant events** were reviewed and completed where appropriate.

Monika presented a clinical study following the significant event of an elderly patient. Presentation attached.

**Learning Disabilities update**

Paula gave feedback on our recent audit of our Learning Disabilities management. We scored a silver. The presentation and attachments are attached.

There should be a focus on screening of these patients and awareness that they are susceptible to higher rates of constipation, bowel cancer and dementia. Particularly patients with downs syndrome. We need to consider reasonable adjustments and improving our register.