Minutes of Senior meeting Wed 9th February 2023

**Present** – Craig, Prash, Peter M, Fiona, Nicky, Nina, Vonny Vishal, Kate, Lou, James H, Jon S, Karol W, and Helen

Apologies – Peter E, Paula, Cath K, Monika, Tori, Max H, Lucy,

**Teams update**

**Pharmacy & Dispensary** – Vishal updated.

Vishal reminded everyone that the Dispensary is 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.

The formulary hasn’t been issued yet, next week hopefully when Anisha is back from leave.

**ANPs** – Nicky said she found the recently emailed document about which Partner is responsible for which clinical and staff areas helpful. Everyone acknowledged receipt.

**Nursing Team** – There was updating about the repeat blood issues and asking patients to try and tie in any urgent blood tests with any appointments already booked. If clinicians could remind patients of this that would be great.

**Reception** – Lou advised that there are some issues recently when several people print to the photocopier at the same time and work becomes muddled. Vonny advised it is everyone’s responsibility to claim the work they have printed to a networked printer.

We gave everyone an update on the proposal for having a GP in Reception.

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

**Significant events** only ones for review were for clinicians not present.

**Update on audits**

The practice audit table was reviewed and is sadly out of date. We do need to start redoing audit cycles from a safety perspective and also as this is something CQC picked up that we were not doing well last time they came. It was felt that people are doing audit work it is just not being written up formally. We had the following suggestions.

James H will do a red whale audit on gout.

Karol W – will do an audit on shared care.

Paula and Vonny are working on EZ docs this could be written up.

(After thought) Nina we could include Carol Clive’s Infection Control audits?

To be reviewed at the next meeting.