

# Welton & District Patients' and Doctors' Association

## Minutes of Executive Committee Meeting By Zoom



Date: 2<sup>nd</sup> July 2020

Present: David Kitching (DK) (Chairman), Mike Lynch (ML) (Vice-Chairman), Janet Lynch (JL)(Secretary), Janet Goddard (JG) (Transport Coordinator), Jan Sims (JS) (Treasurer), Chris Jackson (CJ) (Events Coordinator), Nadina Prestedge (NP) (Practice Manager), Eunice Wright (EW), Jane Padgett (JP).

### 1. Apologies for absence:

Betty Blower (BB), Irene McCully (IMcC), Chris Scott (CS).

### 2. Minutes of the last Meeting: Agreed to be a correct record

### 3. Matters Arising:

Raffle: JG reported raffle tickets will be ordered in next 7/10 days. CS has very kindly donated a short stay at her holiday cottage which is first prize, 2<sup>nd</sup> prize is a 4-ball round of golf and 3<sup>rd</sup> prize is a pearl necklace. There are about 7 other major prizes with numerous smaller ones having been donated.

Crowd funding: ML reported the page is now up and running and there have been three donations totalling £40. The surgery have advertised the crowd funding page on their Facebook page.

Post Meeting Note, 3<sup>rd</sup> July: an anonymous donation of £50 was received today from a grateful shielding patient.

Covid-19-Review PDA action DK/JG & Drivers PPE-JG: DK did not think there was any additional action to be taken at the present time. All drivers are offered face masks and hand sanitiser. There were no other issues regarding drivers and PPE and it was agreed to continuously review matters as they arise or circumstances change. JG will explain to new drivers when they join about PPE and other safety measures.

**Action: DK/JG**

### 4. Treasurer's Report:

There were no expenses for the general account and £794.30 has been banked from the Co-op for the community champions that we were nominated for. A letter accompanying the cheque asked for details of what purchases were made with the money for together with photographs if possible. It was agreed to use the money to fund NP's requests below and that NP would arrange for photos of HC staff with their equipment to present to the Coop for

their promotional purposes. It was also felt that the publicity might benefit the PDA too.

**Action: NP**

Balance of general account is £15741.35

#### 5. Events Committee Report:

CJ has cancelled the Village Hall booking for the Autumn Fair as it would be impossible to keep a safe distance inside the hall and has reservations about the Christmas Lunch but the committee will make a decision about that nearer the time. Fortunately, the cheque for £794.30 from the Co-op Community Champions will help alleviate the funding shortfall. The consensus of opinion was that it would be better to go all out on fundraising next year than take any risks while the current Covid 19 situation exists. CS has suggested holding an open garden day with various stalls at her home sometime next year and anyone with other suggestions should let CJ know.

#### 6. Transport Coordinator's Report:

Bank	£5,326.57
Cash in hand	£ 158.40

Income since last meeting	
Donation	£ 18.00
Plant Sales (total)	£588.85
Plant pot sales	£ 10.00

#### Expenses since last meeting

Hand Sanitiser	£74.90
SCIS hosting and SSL certificate	£95.98
SCIS invoice database upgrades	£72.00
Retirement gift for driver	£26.60

The daily health centre rota is working well and the driver of the day has also been delivering prescriptions. These have been reimbursed by the practice and drivers have been paid for prescription deliveries made in May, which totalled £71.10. JG will continue to make monthly payments for prescription deliveries and will pay claims for transporting patients at end of June as normal. The newest driver, Mark, is enjoying volunteering. He had his 1st trip to LCH last week after successfully finding the patient in Middle Rasen. A few outpatient appointments are now coming through. JG has emailed some previous supporters of the raffle for prizes but hasn't had much success.

## 7. Practice Manager's Report:

NP thanked the driving team that has seen the practice through the majority of the lockdown period, especially with their help delivering prescriptions to patients that were shielding. Deliveries were initially made to all patients over the age of 60, then reduced to the over 70's and now are back to only those that had prescriptions delivered pre-COVID. There may be an odd acute script for the PDA drivers to take but hopefully that should be minimal now.

NP also thanked the volunteers who tidied up and weeded the front of the surgery - It looks so much better now and staff have commented on this.

AskMyGP has been in use for 3 full weeks. Patients are able to leave feedback on the site and out of the 145 responses, 88% say the system is better, 5% say it's the same and 7% say it's worse. NP followed up those that felt it was worse to answer any concerns and offer reassurance for future use.

NP asked for feedback about responses to AskMyGP. CJ reported that her experience was positive and it reduced access time. DK reported that someone had queried the PDA's knowledge of it being introduced (which he confirmed) and had asked if the HC's patients had been consulted about its implementation and wanted reassurance that patients could access a GP when they needed to do so. NP reiterated that NHS England required all GP practices to introduce such a system and that Covid-19 had accelerated its implementation across the country. It was pointed out that the company implementing the system said it was best not to communicate with every patient about the system but to do so when patient's used the system for the first time. NP confirmed that advice and guidance from HC staff was available to all patients who needed it and that patients unable to use it would use other methods and that everyone who needed to access a GP would be able to do so.

NP made the following suggestions for spending (some) of the money received from the Co-op Community Champions fund:

1. A video door bell and remote unlocking for the waiting room to allow the Patient Care Advisors (new name for receptionists) to admit patients without having to leave their desk. This would be beneficial for patients as it means they are less likely to have to wait for admittance and the patient care advisors can concentrate on taking phone calls, of which there are many at present.
2. Dr Watts suggested purchasing say 5 simple blood pressure monitors that can be lent out to patients to monitor their blood pressure at home. These would be lent out on a weekly basis and would be disinfected between patients. The requested type allows patients to download their results to an App and send them through to the practice on AskMyGP. The monitors are in the region of £35 each.

[https://www.amazon.co.uk/gp/product/B075DSY8BC/ref=ox\\_sc\\_act\\_title\\_2?smid=A1RYSZ68684TAG&psc=1](https://www.amazon.co.uk/gp/product/B075DSY8BC/ref=ox_sc_act_title_2?smid=A1RYSZ68684TAG&psc=1)

3. The Nurses have requested a new digital camera to be used for a variety of purposes for example when patients need a review of a mole or lesion, they can be referred to teledermatology for advice and guidance where photos of the mole/lesion are attached to the electronic referral. The clearer the picture, the easier it is for the consultant to give advice.

Also, photos are often taken of wound dressings to monitor progress. These photos are attached to the patient's record and are available if the patient attends Ravendale clinic. This one has been suggested by the Nurses:

[https://www.amazon.co.uk/Sony-DSC-W810-Digital-Camera-Black/dp/B00R4I5E0C/ref=sr\\_1\\_3?dchild=1&keywords=sony+camera+DSCW810B&qid=1593774146&sr=8-3](https://www.amazon.co.uk/Sony-DSC-W810-Digital-Camera-Black/dp/B00R4I5E0C/ref=sr_1_3?dchild=1&keywords=sony+camera+DSCW810B&qid=1593774146&sr=8-3)

The committee agreed that purchasing all three items would be a good use of PDA funds and asked NP to proceed.

**Action: NP**

#### 8. AOB:

ML had, prior to the meeting, emailed the committee regarding a new laptop for JG (transport coordinator) to use as the one she uses is old and very slow. It was agreed by the committee that a new computer should be purchased. NP will look into the practice purchasing the computer (to be able to recover some VAT) and then being reimbursed from the transport fund. It was agreed ML will liaise with JG regarding the appropriate computer to purchase, and he will then sell the old one on eBay once it has been wiped of any data.

**Action: ML/JG**

It was agreed to continue using Zoom for the committee meetings for the time being and DK asked everyone to email reports and requests prior to the meeting, to give members time to consider them.

**Action: All**

Date and time of next meeting:

**Thursday 3<sup>rd</sup> September at 7.30 pm on Zoom.**

**The meeting ended at 20.30 pm**