

**Summary Notes on  
NSP PPG meeting held on Thursday 7<sup>th</sup> March 2024 by Zoom**

**Present:** Lisa Auchinvole, Becky Collins, Bernard Connolly, Sandie Helm, Andrew Lewcock, Julie Maberley, Rosemary Stickland, Tom Thacker, Lyn Davis. Practice: Dr Carrie Ladd, Dr Karen Irwin.  
**Apologies;** Helen Carter, Janet Parker,

1. **Summary Minutes** from last meeting (8<sup>th</sup> Feb) was approved.
2. **Practice update;**
  - Staff training held at the Practice, in Clinical and non-clinical groups. Topics included Asthma, Chronic Kidney Disease, the Quality and Outcomes Framework and new NHS protocols requiring monitoring of patients on certain medication.
  - The building landlord has refused to permit more signage in the entry area directing patients to Check-in screens.
  - Announcements about the Covid Spring Booster Vaccine programme will be posted soon for specific groups of patients (in collaboration with CSP).
  - The Care Navigation scheme seems to be working well and improves call handling.
  - Staff Recruitment; Currently looking for a Medical Secretary.
  - Faith Nteogwuija has joined the PCN as digital Transformation lead, and he will get involved with the joint digital working group, amongst other things.
  - PPG members who handed out PCN questionnaires at the Health Centre recently were thanked.
  - Dr Karen Irwin then briefed the Group about Research at the NSP. The research benefits the Practice by adding a wider scope of areas of interest for the GPs and staff involved, raises the Practice profile, and educational opportunities. **The Clinical research network** provides extra support for this work, such as staff mentoring, and added staff assistance. The programme of work will be managed so it does not detract from the “normal” patient care work.
  - 2 PCN notice boards at the Health Centre could publicise services both practices use, with themes rotating every 3 months on one board and more static information on the other board.
3. **The Aims, Constitution, Terms of Reference and Code of Conduct** for the PPG were formally approved for another year.
4. **Future talks:** “Healthier together”, “NHS app”, “Kidney Function and Chronic Kidney disease”.
5. **Systems:** BOB ICS have sent an information pack about the NHS App which will be shared with the Digital Lead.  
The NSP web site was favourably reviewed about 18 months ago by Healthwatch Oxfordshire.
6. **SOPA**  
An online talk by the Kings Fund had been made available and the link was to be shared.
7. **Hospital Progress.**  
NHS trusts will establish their plans for converting the wards in the Hospital to consulting rooms.
8. **Communications.**  
Plans for the Health and Wellbeing event next year to be prepared with CSP.  
All available copies of the spring newsletter have been distributed. Joint Newsletters save both Practices money, but the Practices want to retain some individuality so a balance needs to be managed.  
The PPG notice board in the waiting room needs a clear heading to indicate its purpose.  
A copy of the newsletter should be placed in the Red Folder in reception.
9. **Treasurer’s Report**  
Balance is £285.33.
10. **AOB** A replacement Photo for the front of the Newsletter is required.

**Date and time of Next Meeting**  
Wed 10<sup>th</sup> April 2.30 pm.