

Fareham and Gosport

Primary Care Trust

Minutes of the meeting of the Clinical Governance Leads Group held on 17th October 2002 in the Conference Room at Fareham Reach.

PRESENT:

Andrew Paterson
Justina Jeffs
Nicky Heyworth
Cathy Thomas
Joyce Knight
Phillip Scott
Hazel Bagshaw
Fiona Cameron
Jean Smith

APOLOGIES:

Ian Reid
Alan Pickering
Lucy Docherty
Chris Kelly
Anne Stewart

1. Apologies for Absence

Apologies for Absence were received from Ian Reid, Lucy Docherty, Chris Kelly, Alan Pickering and Anne Stewart.

2. Minutes of the last Meeting

These were agreed as being a true reflection of the meeting.

3. Matters Arising

- I. It was noted that the Practice Manager's representation from Gosport would be shared between Jean Smith and Jane Colebourne.
- II. Terms of Reference
Nicky Heyworth to check if amendments have been made.
- III. Performance Indicator Working Group
Alan Pickering sent his apologies
- IV. GP Appraisal – GP's are undertaking appraisals of each other. There are six appraisers trained in Fareham and Gosport. It has been agreed to pay £1,000 per appraisal, including locum cover and training needs resulting from appraisal. The PCT is looking at providing contracts for appraisers.

A guide for GP appraisals will be sent out to each GP two months before their appraisal. Actual appraisal documents can be downloaded from the Department of Health website.
- V. A further meeting is required to discuss Clinical Governance Lead Group, made up of Lead GP's in each practice. The group met three times in the last two years. Appraisal will be discussed at the first meeting. Nicky Heyworth will arrange a half day meeting, with locum fee reimbursement for mid December, any ideas to be given to Nicky Heyworth or Andrew Paterson.

The appraisers are:

Dr J Bateman
 Dr A Millman
 Dr D Erskine
 Dr J Lloyd
 Dr A McFarlane)
 Dr G Newman)

Westlands Medical Centre
 187 Gudgeheath Lane, Fareham
 Bridgemary Medical Centre
 Rowner Health Centre

Brook Lane Surgery, Fareham

4. **Violence in Primary Care**

Zero tolerance initiative focusing on all areas particularly Primary Care. A Violence Sub Group has been formed – Nicky Heyworth, Rachel Boyns, Chris Kelly and Betty Woodland to discuss securing facilities for Fareham and Gosport.

The PCT is required to generate an action plan and send to Strategic Health Authority.

There will be a need to carry out risk assessments for all practices.

Suggestion made to contact Crime Reduction Officer.

There was also a discussion re: recording verbal/violent incidents.

5. **Trust Board Performance Indicators**

Need to be reviewed in light of Board comments.

6. **Gosport War Memorial Hospital Up-date**

Noted that Professor Baker audit was under way and that the police investigation had commenced. There remain concerns re: sustaining out of hours cover to Dryad and Daedalus after 31.12.02.

Fiona Cameron, Ian Reid, Althea Lord, Margaret Smith and Neil Stubbs are working with other local providers in an attempt to resolve.

7. **Audit Update**

CHI action plan is in its 3rd draft. Final draft should be received by the end of November, meeting on 8th November 2002 of CHI Implementation Group.

8. **Pharmacy Issues**

PGD's were drawn up two years ago to be used in practices. Discussion regarding their use in community nursing – unresolved.

9. **Progress with the Caldicott Report Timetable**

Jenny Wiley is co-ordinating this and has sent out questionnaires. The next meeting is to be held on Monday where results of audits will be analysed and report will then be sent to Department of Health early next year.

10. **Any Other Business**

Nil

Date and Time of Next Clinical Governance Leads Group Meeting

Please note that the date of the next meeting has been changed to Thursday 16 January 2003 in the Conference Room at Fareham Reach, 12.30-2.00pm.

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