

MINUTES OF GOSDOC MEETING

HELD AT STOKE ROAD SURGERY ON TUESDAY, 9TH JANUARY 1996 AT 7.30PM

Apologies from Peter Lacey, Martin Asbridge. (Dr. Hajiantonis could not get in!)

In attendance : Alex Clark, Code A, Practice Manager, Dr. Coonan and Partners

Doctors: Drs. Lynch, Brook, Grocock, Reid and Davis

Code A was introduced and welcomed for her administrative support she would give the Pilot Study.

Receptionists

We were pleased to hear there appeared to be enough receptionists to man the phones. Code A had organised a rota for them including overlap periods for phone switching etc and two receptionists to man the phone on Sunday morning.

It was decided to have a Lunchtime Training Session for all the participating receptionists at the GWMH soon. The Representative GP from each Practice and their Practice Manager would also be asked to attend. Sponsorship from a Drug Rep would be sought.

We discussed the method of call handling by the receptionists and will prepare written details for the Training Lunch.

Phones /Phone Switching

It will be necessary to collect together the following details from each Practice - the Partners' home and Mobile phone numbers, their Bleep number and details of the Practice phone switching system.

Code A will give you the telephone number to which to divert your phone system as soon as it is known.

Meeting with Trevor Abbott

Code A and Dr. Lynch will meet with Trevor Abbot on the 12th January 1996 to discuss phone lines and rooms at the GWMH.

Healthcall

Please remember that Healthcall will be asked to cover those Practices who use Healthcall over the extended hours between 10pm Saturday and 8am Sunday and 10pm Sunday to 7am Monday. This may have cost implications to Practices. Practices or Individuals who do not use Healthcall will have to make their own arrangements.

Remember that from 7am to Surgery opening on Monday will be covered by your own Practice.

On Saturdays, cover begins at Midday. Work received up to then will need to be done by the Practices concerned. It will be the Practice receptionist's job to switch the phone through to the Co-op on Saturday.

Mulberry Ward, Daedelus Ward, Dryad and the Haslar Prison

Dr. Grocock's Practice would either do their calls themselves or get Healthcall to do them.

Dryad and Daedelus - For the purposes of the trial, the Co-op have agreed to do these visits. However, if the Co-op continued, it would charge £10 per visit which would go into the Co-op's coffers.

Area covered

The area covered will include Stubbington, Hillhead, Lee on Solent but excludes Titchfield and Fareham (taken as north of "CAR R' US on the Fareham Road)

Trainees

Trainees would not participate directly in the trial but if the Co-op should continue they would participate with backup when the Trainer felt they were ready.

First Weekend

As this is an unknown quantity, we feel there should be a nominated GP in each Practice who will be available, by bleep and in Gosport, over the first weekend in case of "overload" to cover any crisis with visits.

Temporary Residents

TR forms will be filled in in the name of the GP whose Partnership was originally telephoned.

Future Bid

It was suggested and agreed that a specimen Bid should be prepared for submission by each GP if they wish for the end of January. This could accompany any individual Practice bid or Deputising Bids.

The Bid would include the following:

Staff Costs - Receptionists, Management and Drivers
Premises and use of Telephone - GWMH cost of rooms
Stationery - Log Books, Call slips and appointment sheets, pens etc.
Communication - 2 way radios, mobile telephones
Computer and software
Advertising Costs

We envisage hiring a car if it goes ahead. A car and petrol and Insurance will be approximately £296 per month shared between 24 of us. This bit will not be reimbursable.

You will be sent a form to sign and forward if you wish. Any bids must be in by the end of January.

Anderson Practice

Two of the Partners of this Practice have offered to participate in the trial. However, as there will be three Doctors on per day and 8 weekend days, it was difficult to integrate them into this trial Rota. Also they would bring into the trial an extra 12,000 patients on some weekends and we felt this may skew the results.

Dr. Davis will discuss with the Anderson Practice their covering of their own patients over the February weekends. However, we can offer to include them over the weekend of the 10th and 11th February as we will have no Dr. Knapman Practice patients that weekend and that will keep the numbers of patients we are covering fully constant. Drs. Asbridge and Young will be Reserve cover and Observers over the second weekend.

The next meeting is scheduled for Tuesday, 23rd January at Stoke Road at 7.30pm. This will be the last meeting before the trial and all Practice Representatives will be expected to attend. It will be the Representatives' job to give the final details of "who does what, when and where" to the GPs from their own Practice before the trial starts.

ROTA

I include the Rota for February. It is important you swop with members of your own Practice if you cannot do a particular day.

Also, now is the time to withdraw if you are not in agreement with the Trial . After this you are committed!!

GOSDOC ROTA - FEBRUARY 1996**SATURDAY****SUNDAY**

	SURGERY	1ST FOR VISITS	2ND FOR VISITS		SURGERY	1ST FOR VISITS	2ND FOR VISITS
12 - 4PM	A	C	B	8AM - 12NOON	A	C	B
4PM - 7PM	C	B	A	12NOON - 5PM	C	B	A
7PM - 10PM	B	A	C	5PM - 10PM	B	A	C

FIRST ON - DOES VISITS IN SEQUENCE

SECOND ON - BASED AT CASUALTY, PERSUADES PATIENTS TO COME TO SURGERY AND GIVES TELEPHONE ADVICE. IF AN EMERGENCY COMES IN THEY DO THAT VISIT IF FIRST ON IS GETTING BEHIND. THEY HELP OUT WITH VISITS.

SURGERY - DOCTOR SITS IN THE SURGERY AND SEES PATIENTS. PATIENTS ALLOCATED A TIMED APPOINTMENT. APPOINTMENTS EVERY 15 MINUTES WITH 4 PER 15 MINUTES SLOT. IF SECOND ON IS OUT VISITING, PERSUADES PATIENTS TO ATTEND AND GIVES ADVICE AS WELL AS DOING THE SURGERY.

SURGERIES RUN APPROXIMATELY: SATURDAY 2PM - 4PM
5PM - 7PM
7PM - 8.30PM

SUNDAY 9AM - 12NOON
12 NOON - 3PM
4PM - 7PM
7PM - 8.30PM

GOSDOCS PHONE ANSWERINGFEBRUARY 1996

FEBRUARY	DOCTOR A	DOCTOR B	DOCTOR C
SATURDAY 3RD	EVANS	LLOYD	PETERS
SUNDAY 4TH	LYNCH	HADJIOANTONIS	DAVIS
SATURDAY 10TH	GARRATT	COLLINS	BRIGG
SUNDAY 11TH	CAVANAGH/BARTON	SUMNER	PENNELLS
SATURDAY 17TH	NORTH	HARRISON	TRAYNOR
SUNDAY 18TH	REID	GROCOCK	COOPER
SATURDAY 24TH	ASKEW	MORGAN	YEO/MOSTYN ?
SUNDAY 25TH	COONAN	LACEY	BROOK