

**West Dunbartonshire Community Health & Care Partnership
Professional Advisory Group
19th October 2011, 2.00pm
Boardroom, Hartfield**

DRAFT MINUTE

Present:

Kevin Fellows	Clinical Director, CHCP (PAG Chair)
Neil Mackay	GP, Alexandria
William Wilkie	Lead Optometrist
Stephen Dunn	GP, Dumbarton
Michele Mackintosh	Lead Dietician
John Russell	Acting Head of Community Health & Care Services
Bill Skelly	Primary Care Contracts Manager
Fiona White	District Nurse
Gwen Carr	Head Paediatric OT
Anne Ritchie	Head of Children's Health, Care & Criminal Justice Services

1. Welcome and Apologies

K Fellows welcomed everyone to the meeting and introductions were made.

Apologies were submitted on behalf of David Brunton, Neil Chalmers and Soumen Sengupta.

2. Minutes of previous meeting

Minutes of meeting held on 17th August 2011 were accepted as an accurate record.

3. Matters Arising:

• Optometry

W Wilkie reported on a recent significant incident where a patient attended a pharmacy, then a hospital minor injuries unit before presenting at the optometrist. The incident underlined the need for improved communication between pharmacy and optometry and the need to raise awareness of community optometry services. K Fellows will bring the incident to the attention of P Macintyre, Prescribing Lead.

KF

- **Change Fund**

JR

It was agreed that the Change Fund should be a standing item on the PAG agenda. J Russell will submit regular reports on Change Fund developments.

4. Role and Remit of the PAG

K Fellows presented a short discussion paper of the role and remit of the Professional Advisory Group (PAG).

The membership was discussed. In order to provide broad professional expertise and advice it was agreed that each of the independent contractors should be on the membership list, providing an ideal opportunity to cascade information. The PAG has significant influence on how the CHCP delivers services and all services should be represented. J Russell agreed to contact consultants in Mental Health to seek representation. A Ritchie will represent Children's Services and provide a "social work" perspective given her role as Chief Social Work Officer. Heads of Services will be on the distribution list to attend when appropriate.

JR

The Allied Health Professions (AHP) re-design was discussed. This will result in changes in the management of podiatry, dietetics and physiotherapy. J Russell agreed to write up a summary paper outlining local changes and will present this to both Dumbarton/Vale of Leven and Clydebank Locality Groups.

JR

5. Quality and Outcomes Framework (QOF) Event

This year's QOF is examining outpatient referrals. The QOF event, to be held on 2nd November at the Abbotsford Hotel, will provide an opportunity for GPs to discuss how to improve quality of referrals. Guidelines will be sent out the week prior to the event. Each practice has been asked to send two representatives.

6. Protected Learning Event

This event is scheduled for 22nd November 2011. Cover will be provided by NHS24 and GGC Out of Hours Service. There will be a short introduction from Keith Redpath, CHCP Director, and the programme will commence at 2.00pm. Topics will include Child Protection, Change Fund, Handling Difficult Patients, Mental Health Acts and Palliative Care. There will be a tour available of the Golden Jubilee Hospital clinical skills labs.

A Ritchie noted that the Child Protection Inspection will have taken place by then and an initial verbal report received. N

Mackay requested that GPs be given more notice to attend Child Protection case conferences. A Ritchie will raise the matter with her Team Leaders. If unable to attend, a written report should be submitted.

AR

7. Alexandria Health and Care Centre

It was noted that planning permission for the new Health and Care Centre was granted on 6th September 2011. Site clearance work is due to commence week beginning 24th October 2011. The Full Business Case (FBC) is to be considered by CIG in December 2011.

8. District Nursing Review

NHSGGC is to undertake a District Nursing Review. John Russell, as acting Head of Health and Community Care, is responsible for setting up a Local Implementation Group (LIG). The Terms of Reference for this group have been agreed. The group will include senior clinicians, managers and nursing staff. J Russell would welcome GP engagement and it was agreed that a request for representation should be made at the Locality Group meetings. J Russell will set a date for the first meeting of the LIG and send out invitations.

JR

9. Reports (for information)

Minutes for Palliative Care Group were noted. There were no minutes available from other groups but verbal updates were given as follows:

- OPSG – There is currently a review of clinical capacity in Older Peoples Services day care clinics.
- Mental Health – David Elliott is acting Head of Service.
- Diabetes – Dr Chalmers is organising training for Practice Nurses and Dietitians in conversational mapping.
- Long Term Conditions – Practices are to identify patients who have not attended for annual COPD review. Capital allocation from the Change Fund is based on practice size. It was noted that 20% of Change Fund is allocated to carers.

10. AOCB

None

11. DONM

Wednesday 14th December 2011, 2.00pm, Hartfield