



**West Dunbartonshire Community Health & Care Partnership
Professional Advisory Group
17 April 2013 2.00pm
Boardroom, Hartfield**

DRAFT MINUTE

Present:

Kevin Fellows	Clinical Director, CHCP (PAG Chair)
Neil Mackay	GP, Alexandria
Stephen Dunn	GP, Dumbarton
William Wilkie	Lead Optometrist
Janice Miller	MSK Physiotherapy Services Manager, CHCP
Mark Dickinson	Lead Community Pharmacist
Fiona White	District Nurse
John Russell	Head of Mental Health, Addictions and Learning Disability

1. Welcome and Apologies

K Fellows welcomed everyone to the meeting. Apologies were submitted on behalf of Soumen Sengupta, Jackie Irvine, Chris McNeill and Nazerin Wardrop.

2. Minutes of previous meeting

Minutes of meeting held on 13 February 2013 were accepted as an accurate record, proposed by J Miller and seconded by W Wilkie.

3. Matters Arising:

- MSK Physiotherapy – waiting times are now all below 9 weeks across NHSGGC.
- Review of District Nursing services is ongoing. The Workforce Planning review is to be re-run.
- Gender Based Violence – K Fellows received information on GBV resources from Ailsa King. This is to be forwarded to the PAG and GP practices.

IM

4. Clinical Governance Group

The WD CHCP Clinical Governance Annual Report was discussed. This report is submitted to the Health Board, summarising clinical governance activities for the year. A

template has been developed to plan next year's CG activities, which will focus on improvement in care and will show evidence of learning and action taken.

J Russell described the robust system currently in place in Mental Health services to manage serious incidents. An incident review group has been set up and this group meets every two weeks to investigate incidents, generate an action plan, feedback to teams, reach an outcome and close off the incident.

The group discussed how best to share learning from significant incidents. It was suggested that a local newsletter may be useful. K Fellows will raise this issue at Clinical Governance meeting. It was also suggested that shared learning could be a topic at a future Protected Learning Event.

KF

5. Optometry Medication Supply Audit

W Wilkie tabled a draft audit questionnaire aimed at GPs, Pharmacists and Optometrists and requested feedback. The following suggestions were made:

- Q1 for GP's to be graded
- A box for free text to be added for further comments
- Explanation at start of questionnaire re optometrists being first port of call

Any further comments should be emailed to W Wilkie.

All

Once the questionnaire is finalised, the GP section will be sent to practice managers for completion.

6. Mid Staffordshire NHS Foundation Trust Public Inquiry

The executive summary report was tabled. The group discussed some of the findings and recommendations from the report and the seriousness of the issues raised.

The CHCP has organised an Extended Management/Clinical Leads session to be held on 1st May 2013 to consider the learning from the Inquiry and to provide an opportunity for collective reflection in terms of local practice.

7. Protected Learning Events

A practice based learning event has been organised for 25th April 2013.

The date for the main PLE in November is still to be confirmed. The Mid Staffordshire Report will be a topic at this event, as a

follow up to the extended management session on 1st May 2013.

8. Reports (for information)

The following reports were noted:

- Mental Health Strategy Group
 - Primary Care Mental Health team is currently based at Riverside. Once relocated to the new Vale Centre for Health and Care, a self referral system will be set up which should reduce waiting times.
 - Psychological Therapies network has been launched. Government target for access within 18 weeks. An internal directory has been developed.
- Palliative Care Group – minutes noted.

9. AOCB

- Pharmacy Update – Chronic Medication Service has been launched. There have been initial IT issues but these are being addressed. Progress will be reported to the Locality Groups.

10. Date of Next Meeting

Wednesday 12 June 2013, 2.00pm, Boardroom, Hartfield