

Valley Medical Centre
MEETING TYPE: Patient Participation Group
DATE: Friday 23rd January 2026
TIME: 10.00AM

Attendees	Full Meeting: 2 practice Staff, 5 PPG members
Apologies	5 PPG members
	Agenda items for all: Practice Items - Introduction and welcome, Matters arising from previous minutes, Staff updates – pharmacy team, nursing team, GP team, Tuesday morning leisure Centre Drop-in, NHS APP and Library Partnership Patient Items – AOB –

Introduction	
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	Welcome to everyone and introductions.
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Point	Minutes	Action
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1.	<u>Matters Arising from Previous Meeting</u>	
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2.	<u>Staff Updates</u> We have had lots of staff illness over the last month: <ul style="list-style-type: none"> - One of our pharmacy team is on a 3-month sabbatical. We are using support from a remote pharmacy team; this means we currently have no inhouse pharmacist. We are expecting one of our in-house pharmacy team back from maternity leave in June. - A member of our phlebotomy team is going on maternity leave. A member of our admin team has trained to do phlebotomy, and she will be working extra hours to do some phlebotomy clinics alongside her current role. - One of our HCA team will be off for a month, so we are going to use locum cover so that we don't need to cancel any clinics. - One of our GP's will be going on maternity leave in June, so we have put an advert out to get some cover for 3 days a week. 	
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3.	<u>Tuesday Drop-In sessions at the Leisure Centre</u> This is open to everyone 9.30-11.30am, it is designed to be a one-stop shop for different services. On the last Tuesday of the month all the services are there. The friendly visiting service from Stocksbridge Community Care Group are hoping to start attending this.	
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4.	<u>NHS APP and Libraries Partnership</u> The NHS APP is now being used by more services including cervical screening as a means of contact with patients. To support patients using this there are tutorials on the NHS website, and we have an NHS APP champion in our reception team who is happy to arrange a convenient time to help people get set up using it. The NHS APP and libraries are working together to try and provide some training on the NHS APP. The head of library services in Sheffield is looking at rolling this out citywide. We are looking at	
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	<p>running a drop in at the library (in the IKON Church building) in May. Some of our staff will go along and we would like PPG members to come as well. If it works well, we may look at running them periodically.</p>	
<p>AOB</p>	<ul style="list-style-type: none"> - Online consultations, these became a contractual requirement from 1st October 2025, and it gives patients the ability to send in medical queries, alongside the admin queries that have been available for a while- these are monitored by reception staff who can signpost the patients appropriately to the best service e.g. Pharmacy first or an appointment at the surgery. - On-Call – we are going to start trialling an on-call online questionnaire to obtain more information prior to the GP contacting the patient, any patient responses will be recorded in the patients notes. 	
<p>Diary Dates</p>		
	<p>TBC</p>	