

# **HANSCOMBE HOUSE SURGERY – PRACTICE REPORT FOR PATIENT PARTICIPATION GROUP (PPG) MEETING ON TUESDAY 19<sup>TH</sup> OCTOBER 2021**

## **1. List Size as at 13<sup>th</sup> October 2021**

Currently 12119 and growing! List size information since January 2020 is shared with PPG Members in advance of PPG meetings with our Practice Report.

We currently have 34 patients pending registration upon receipt of satisfactory identification documents.

## **2. Covid & Flu Vaccination Data**

Our Care Coordinator, Elaine Alles, provides this information. As the information is unavailable to accompany this Practice Report, our Reception Manager, Alison Anderson, will provide a verbal update at the PPG meeting.

## **3. Surgery Recruitment**

We are expanding the size of our reception team and are currently advertising for a part-time GP Receptionist/Administrator. Further details can be found on the front page of our website – [www.hanscombehousesurgery.co.uk](http://www.hanscombehousesurgery.co.uk)

Although the job description is titled Patient Care Coordinator, the advertisement is titled GP Receptionist/Administrator. They are one in the same. Experience has taught us to advertise this way to alleviate any confusion for prospective candidates.

## **4. PPG Practice Lead**

Dr Oates will continue to be our PPG GP Lead with the management and administrative lead and support of Alison Anderson, our Reception Manager.

Thank you to all PPG members for your support and kind wishes during the time I have been overseeing the management and administrative role. I will still attend some of your PPG meetings and provide information via Alison for our Practice Report.

With special thanks to Veronica, our Acting PPG Chair and to Mary Brennan, our previous Chair, with whom I worked with for a short spell before she moved out of the area.

## **5. Other Practice Business**

Dr Oates and Alison will provide a verbal update at the meeting.

Sally Freeman  
HR Manager  
13<sup>th</sup> October 2021