

## DONCASTER LINK – MEDICATION GROUP – MEETING SUMMARY

**Date:** 15 November 2011      **Time:** 1:30pm      **Venue:** Doncaster Business Innovation Centre

### **Attendees:**

Rita Holdsworth, Dot Head, Paul Morton, Meurig Pari-Jones, Margaret Marrison, Gwen Campbell, Paul Morton, Joyce Parrott, Jan Higgins (Host) and Dave Dutton (Host).

### **Apologies:**

Joan Shacklock, Deirdre Coward, Dunlop Griffith and Kay Kirk.

*The following is purely to give the essence of the meeting.*

### **Opening:**

Rita Holdsworth (Chair) opened the meeting by welcoming all. Rita stated the code of conduct and asked if there were any declaration of interests – none were made. Apologies were given for members unable to attend.

- **Item 4 – Notes from 12<sup>th</sup> October 2011 meeting.** The notes were accepted with the following amendments:

Under attendees remove host after Gwen Campbell's name.

Item 6 – Under Actions include Rita Holdsworth to contact Sarah Stovin (Matron) to ask if taxis are still used to obtain patient's medicine not available at their discharge and feed back at the next meeting.

Item 8 – Under Any Other Business remove the final paragraph.

- **Item 5 – Discussion of Visit (12<sup>th</sup> Oct 2011 Meeting) by Alaina Challans, Doncaster Hospital Foundation Trust.** The group discussed the information provided at the last meeting by Alaina Challans. The Host issued to the group a copy of letters sent to Roger Hancock (Head of Pharmacy DBH NHS Foundation Trust) and Ron Calvert (Chief Executive DBH NHS Foundation Trust) along with a copy of an email received by Sarah Stovin stating she would look at the present situation with regards to taxis being used to deliver medicine and get back to the Host. The Host informed the group that, as yet, no response to the letters sent to Roger Hancock and Ron Calvert had been received.

**Action:** Rita Holdsworth to draft a second letter to Roger Hancock requesting he attend a Medication Group meeting on one of the following dates:

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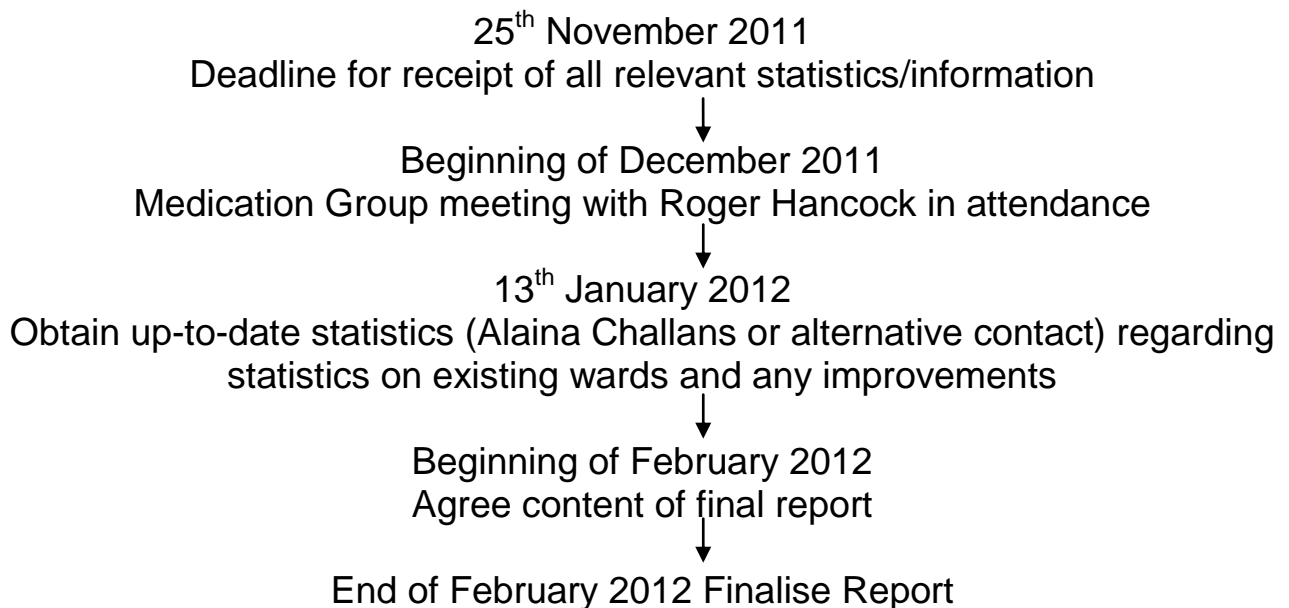
<b>Day:</b>	<b>Date:</b>	<b>Time:</b>
Monday	5 <sup>th</sup> December 2011	am
Wednesday	7 <sup>th</sup> December 2011	am
Thursday	8 <sup>th</sup> December 2011	am / pm

Also request information regarding improvements and any planned changes to procedures with a deadline to respond of Friday 25<sup>th</sup> November 2011.

Rita Holdsworth to draft a letter to Alaina Challans requesting up-to-date statistics in relation to medication issued to patients upon discharge from hospital along with details of when Alaina will be leaving her current position (in the event of her contract not being renewed) with contact details of her replacement or alternative contact with a deadline to respond by Friday 25<sup>th</sup> November 2011.

Rita Holdsworth to draft a letter to Sarah Stovin requesting details of the current situation with regards to taxis being used to deliver medication to patients with a deadline to respond by Friday 25<sup>th</sup> November 2011.

- **Item 6 – Work plan.** The sub group agreed it was necessary to carefully plan the work of the group for the next 4 months. All agreed to the following:



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- **Item 7 – Any Other Business.** Local Pharmaceutical Committee – Joyce Parrott informed the group she was attending a meeting with the Local Pharmaceutical Committee on Wednesday 16<sup>th</sup> November 2011 on behalf of the LINK.

**Action:** Joyce to produce a report for issue at the next meeting.

- **Item 8 – Close/Next Meeting.** The meeting closed at 2:45pm and the December meeting to be confirmed.

### **Minutes prepared and submitted by:**

Jan Higgins (Senior Administrator – Doncaster LINK Host).

### **Agreed meeting dates for 2012:**

Monday 30<sup>th</sup> January 2012 1pm at the Doncaster Business Innovation Centre.

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