



## PRACTICE TEAM MEETING AGENDA

**DATE:** Thursday, 2 March, 2017

**TIME:** 4:00 PM

**LOCATION:** Dr Mahmood Consult Room

**TEAM NAME:** NRMCM All Staff  
**MEETING TITLE:** NRMCM March Team Meeting  
**CHAIR:** Paula Tyler-Hartley

### TEAM MEMBERS REQUESTED TO ATTEND:

|                   |               |                |                  |
|-------------------|---------------|----------------|------------------|
| Dr A. Mahmood     | Dr N. Kamal   | Dr A. Ashard   | Dr S. Bontula    |
| Dr P. Adda        | RN Lynda Butt | RN Peta Archer | AIN Natalie Hams |
| Ann-Marie Ireland | Chloe Moore   | Bree Wiltshire |                  |

## AGENDA

| CONTENT   | START TIME |
|---|------------|
| 1. Purpose of Meeting and Objectives  | 4:00 PM    |
| 2. The Minute Taker for the meeting is Bree Wiltshire.<br>The Time Keeper is Natalie Hams | 4:01 PM    |
| 3. Review of Prior Action Item List   | 4:02 PM    |
| 4. Agenda Items   | 4:15 PM    |
| a. Hails & Farewells  |            |
| b. Communication & COC  |            |
| c. Website – replacement of Intranet  |            |
| d. Accreditation 2018 – Audit in Nov 17   |            |
| e. Appointment Books  |            |
| i. Times – appropriate for patient needs  |            |
| ii. Minor Procedures - doctor approved only   |            |
| iii. Nursing items after 3pm  |            |
| iv. Doctors – patient/GP  |            |
| v. Drug Reps – approval authority   |            |
| f. Flu Vaccines   |            |
| g. Recall letters – timelines   |            |
| h. Treatment Room Checks/Audits   |            |
| i. Vax Fridge   |            |
| ii. DD Safe/Book  |            |
| iii. Doctors Bags   |            |
| iv. Daily Duties  |            |
| v. Doctors Rooms  |            |
| vi. Cleaning incl. Autoclave (Infection Control)  | 4:45 PM    |
| 5. Review of New Action Items'  | 4:45 PM    |
| 6. Proposals for Next Meeting Agenda  | 4:55 PM    |
| 7. Adjournment  | 5:00 PM    |