

<b>DRAFT Minutes Medical Business Meeting</b>			
<b>1<sup>st</sup> October 2025</b>			
<b>Present</b>	Gaby Tamura-Rose	Consultant	GTR
	Zoe Bennetton	Clinical Fellow	ZB
	Busi Da Silva	Specialty Dr	BDS
	Ambreen Akhtar	Speciality Dr	AA
	Nicole G	GPST	NG
<b>Apologies</b>	Rebekah Williams	SpR	RW
	Naomi Collins	Consultant	NC
	Chris Roughley	Speciality Dr	CR
	Bethan Ap Rees	Visiting Psych trainee	BAR
<b>Minutes of the last meeting</b>	Last minute 11.6.25 – reviewed and action documented below in appropriate section. No meeting in July and Aug due to limited quorum (agreed previously as 1 consultant and 2 additional members of the medical team ie 3 total).		
<b>Team wellbeing</b>	All participated – thank you		
<b>Rota / staffing</b>	<p>Welcome Zoe (and Rebekah – due to start Fri)</p> <p>GTR and NC rotating IPU and CPCT every 2/12 – next change due November</p> <p>CR reducing hours to 9-3pm</p> <p>ZB and RW predominantly IPU based. ZB keen to visit SHH - plans can be reviewed next month. BDS and AA predominantly CPCT based. CR CPCT</p> <p>NG IPU for October, then rotating to CPCT for experience – to revisit later</p> <p>Bethan away till Nov.</p> <p>BDS request to change back to previous days, Tues - Thurs</p> <p>RW to take on medical rota plan once settled Ongoing flexibility on medical rota. SPA: Practical issues revised. Zoe to speak with NC about SPA.</p>		<p><b>GTR</b></p> <p><b>GTR</b></p> <p><b>GTR/NC to rv</b></p> <p><b>NC to h/o</b></p> <p><b>ZB/NC</b></p>
<b>Clinical challenges</b>	Current IPU pt and challenges surrounding admission and mx discussed.		<b>GTR</b>

	FT challenges – many declined and notable barriers in process noted. GTR keen for meeting with FT and CHC team to improve process.	
<b>Drug Issues/ Budget</b>	<p>Need to remind CPCT/ medical team to update medical management section on EMIS following visits.</p> <p>Aim for IPU to trial 10-day TTO discharge meds</p> <p>Following Drug/ Therapeutic mtg, plan to review discretionary meds on drug chart. To consider removing paracetamol from discretionary meds and prescribe on PRN side as part of the anticipatory meds.</p> <p>For TTOs – haloperidol and water for injection prescription as recommend from drug and therapeutic mtg</p> <p>Allergies – reminder to qualify reaction to drugs on chart</p>	<p><b>GTR – to send email reminder</b></p> <p><b>ALL</b></p> <p><b>BDS - liase w/ IT/Mario</b></p> <p><b>ALL</b></p> <p><b>ALL</b></p>
<b>Infection control</b>	<p>Fit testing – Zoe (ref new starter) and CR (ref beards) to contact Infection control lead Sara. Note CR may no longer require this, as not on the IPU any longer.</p> <p>All reminded about Flu/covid vaccine appt slots</p>	<b>ZB and CR</b>
<b>Education</b>	<p>Palliative Masterclass – postponed to Nov. Need to clarify with education team what they expect from medical team</p> <p>GTR attending APM course next Fri</p> <p>Journal club rota and MBM to continue 2-3pm Wed</p> <p>AA will participate in non-medical prescribing 9<sup>TH</sup> Nov</p> <p>GTR completed interview/survey with drug takers</p> <p>NC to take on Education and Research lead</p>	<p><b>NC</b></p> <p><b>BDS – to update rota</b></p>
<b>Datix</b>	<p>One datix report picked up by GTR; prescription error on IPU. ?? Possible reflection of challenges in medical continuity. Reflected on ways to minimise human errors while prescribing.</p>	
<b>Audit &amp; Research</b>	<p>POST study ongoing – for r/v in IPU MDT every Weds; consider placing this in the h/o sheet as a prompt.</p> <p>Zoe to discuss with NC further update on POST. Zoe will need GCP training prior to research.</p>	<p><b>ALL</b></p> <p><b>ZB</b></p>

	GTR pending audit, BDS – to restart a re-audit, AA completed audit recently.	<b>NC to give input on audit</b>
<b>Deep Dive</b>	Use of clonidine on IPU – to invite Prof Paul Howard to give video teaching	<b>BDS</b>
<b>AOB</b>	Christmas leave – please send any requests to GTR before next week	<b>ALL</b>
<b>Date of next meeting</b>	5/11/2025	