



## **Meeting Minutes**

**Meeting Title:** Monthly staff minutes

**Date:** 17 May 2025

**Time:** 12:30 PM – 01:50 PM

**Location:** Microsoft Teams

**Facilitator:** Florence Chihowa

**Minute Taker:** Michael Asante (Community Team Lead)

**Apologies:** Michael (for delay of the original start time of the meeting)

**Staff Attended:** Clara Chihowa (Registered Manager) \* Abigail Pokuaa Karikari \* Agnes Ofosua Asifiri \* Tendayi Nhira \* Elijah Adeleye Oyedele \* Idah Chingombe \* Kazeem Ade Adejumo \* Tanaka Musiyamhanje \* Farlen Shoriwa, Thabani Chris Mdlongwa \* Vida Amevor \* Langutani Muchokore \* May Aideloje \* Patricia Sibanda \* Earnmore Masamba

## Staff Well-being and Route Reflections

- Staff shared feedback on their assigned routes and overall experience during the month.
- A round-table approach was proposed to encourage open discussion and reflective learning.
- Positive reinforcement aimed at improving teamwork and knowledge sharing.

## Medication Administration and Compliance

- Recap of the **Six Rights of Medication**: right patient, right medication, right dose, right route, right time, and correct documentation.
- Staff asked to confirm their understanding of Medication Administration Records (MAR) and their confidence with the process.
- Mike identified recurrent issues concerning delays in medication reordering, necessitating urgent interventions by pharmacy staff.
- Clara supported prescription coordination to prevent stock shortages.
- Staff reminded to verify medication intake immediately after administration and to complete related hygiene and documentation procedures.
- Senior carers and Mike continue to audit individual routes; feedback will be delivered via themed meetings and direct review.

## Outcomes

- Emphasis placed on accurate **dating of catheter bags**.
- Team leaders reminded to submit **monthly supervision records**, with noted gaps in previous submissions.
- Reinforcement of **ID badge compliance** as part of professional standards.
- **Organisational updates** included the formal introduction of team member *KA*.
- **Monthly meetings** between team leaders and the Operations Manager are to be fixed and ongoing.
- Team leaders are tasked with reminding staff about **medication audits and inventory checks**.

## Grey Matter Training and Competency

- Staff encouraged to complete mandatory **Grey Matter training modules**.
- Discussion held regarding any challenges faced in accessing or finishing training.
- Staff advised that failure to complete training may indicate non-competence, underscoring the importance of timely compliance.

## Any other business

- Management thanked staff for their hard work