

House Rules for GPCPC Virtual Coffee Meetings

Our GPCPC Virtual Coffee Meetings are an opportunity to meet online with other GPCPC members and Board members to get to know each other and collaborate.

In these meetings we aim to:

- Share and discuss interests and expertise in the field of perinatal care
- Discuss thoughts on different topics and ideas relating to perinatal care
- Support and empower our colleagues
- Work together to contribute to GPCPC consultation responses

Please note: These meetings are not for discussing specific clinical cases.

Etiquette in the GPCPC Virtual Coffee Meetings- by joining you agree to respect the following:

1. These are informal meetings but please remember we are discussing potentially sensitive topics as professionals. Please treat other group members with respect, as you would your work colleagues, abiding by our shared professional code.
2. We pride ourselves on fostering an environment of openness and inclusion; everyone should be treated with dignity and respect. GPCPC welcomes and values diversity in its membership and we will take a zero-tolerance approach if harassment and/or discrimination occurs.
3. We do not have a formal agenda or minutes for Virtual Coffee Meetings. Any resulting plans that require action will be communicated in the GPCPC WhatsApp Group later, emailed to members or communicated to individuals as per the discussion.
4. These meetings will be facilitated by 1 or 2 members of the GPCPC Board (the 'Facilitator(s)'). The Facilitator(s) will initiate introductions and gently Chair discussion.
5. Please have your video on where possible (especially if you are new to GPCPC) or let us know if you need to have your video off. Everyone who has access to the meeting content should be visible on video or have announced they are attending without video in the chat.
6. Please introduce yourself at the start, your current role in General Practice and any interests that you would like to share.
7. When not speaking please try to have your microphone muted.
8. During the meeting please feel free to contribute to discussion or just listen.
9. We intend to give everyone present a chance to be heard if they wish. Please give people time and attention when they speak, avoid interrupting. If you are speaking please be mindful to share the time with others.
10. Please do not share confidential personal or Practice information in the meetings or any information that may identify patients.
11. Please be mindful that other members of the group may have personal experience of the perinatal topics discussed.
12. Unfortunately, GPCPC cannot offer clinical advice for personal medical/perinatal issues. We encourage members to seek support from their own healthcare providers or local NHS services if needed. A number of organisations and useful resources on perinatal care are linked on the GPCPC website <https://gpcpc.co.uk/useful-resources/>. If emergency support is needed please dial 999 or go to your nearest A&E.
13. Please do not take photos, screenshots or recordings of the meeting without obtaining agreement from all present and the agreement of the meeting Facilitator(s).
14. The Facilitator(s) will endeavour to make it clear when GPCPC plans can be shared/discussed publicly. Please ask if you are not sure and do not share outside the GPCPC group/on social media if you are not certain this has been approved.

15. If a discussion results in disagreement, we encourage all present to try to work towards a constructive resolution.
16. If you are concerned about a situation during the meeting or afterwards, concerned about someone in distress during the meeting, or someone is in violation of the above agreements, please make contact with the meeting Facilitator(s) as soon as possible to report this. The GPCPC Facilitator will do their best to resolve minor situations at the time and will escalate any serious concerns to the GPCPC Board in accordance with our Constitution.
17. If you have ideas for improvement of these meetings, please also communicate with the Facilitator who will take ideas to the Board.
18. If you need to leave the meeting early please let us know you are leaving, either via audio or via the chat so we know you are ok.

It is our intention that people leave these meetings feeling positive and empowered. Thank you for participating and for respecting the guidelines above to help support this aim.