

Patient Participation Group Meeting held at The Stag Medical Centre
Minutes of Meeting Thursday 9th August 2018 at 5.30pm

Present

Tony Robinson (Chair)
Pippa Harder (Treasurer)
Jean Toner
Len Wilson.
AA Zaidi
Heather Hind
Christine Pigg
Jayne Griffiths
Frank Rees

Apologies

Sandria Gilling
Margaret Denis
Steve South
Megan Hawley
Ralph Yeo
Liz Higgins

Abbreviations used:

Care Quality Commission	CQC
Clinic Commissioning Group	CCG
Clinical Reference Group	CRG
National Association of Patient Participation	NAPP
Rotherham, Doncaster and South Humber NHS Trust	RDaSH
Dementia Action Alliance	DAA
Active Always	AA
Enhancement Service Specification	ESS
Did Not Attend Appointment	DNA

Tony Robinson (Chair)
Ground Rules Reminder (on laminated cards)
Terms of Reference (on laminated cards)

1.0. Welcome and Introduction

- 1.1 Tony introduced new group member Frank Rees to the group.
Apologies were noted.

2.0 Group Business

- 2.1 Approval of minutes of last meeting held Thursday 12th July 2018.
2.2 Matters arising

3.1 PPG Activities

- 3.2. The dates for three Flu Clinics are
6th October 9 - 12
22nd October 4 - 12
31st October 2 - 5 Children's Clinic

Due to the problems obtaining the Trivalent vaccine which is recommended for over 65s, there will be other Clinics added.

- 3.3 The group discussed running a coffee morning in September, it was agreed this would depend on if there are any Clinics planned that may increase the number of patients who may attend and a decision would be made by the end of August.
- 3.4 The children's tables and chairs which have been funded by the PPG are now in place at both surgeries.

4.0 PPG Communications

- 4.1 Following the success of this years Newsletter the group are keen to continue to expand the communications of both the group and the practice. A bulletin to promote events and activities will be worked on. Pippa and Beth Hazeldine have started to update the Facebook and Twitter pages with updates on a regular basis. It is noticeable how the number of people visiting the sites has increased.

5.0 Carer Awareness Sessions

- 5.1 Due to sickness and holidays the Carer Awareness sessions have been put on hold. The next steps will be discussed at our next meeting in October which is after the main holiday period.

6.0 Practice News

- 6.1 Jean informed that Dr Muthoo has become Medical Director of the Rotherham GP Federation. As Dr Muthoo would be spending more time in this role, Dr Sullivan who had previously worked at the practice has been appointed on a permanent contract. This will be initially four sessions a week.
- 6.2 A new manage your own referral process for patients is being introduced and it was felt this could cause problems for some patients trying to obtain the best referral for their condition.

7.0 Any Other Business

- 7.1 With the substantial amount of new books which the PPG now have for sale Jayne asked how proceeds were going to be allocated from the sales of the books. It was agreed that the proceeds would continue to be used for the Carers Cafe and a percentage of the total sales would be calculated and this would be paid from the main PPG account to the Purple Butterfly Appeal, this will avoid impacting the Cafe funding. It was agreed that process would be documented and circulated.
- 7.2 Frank asked if the visual alert screen that summons patients to go to the doctors or nurses room could be configured so the alert stayed on screen for a few seconds longer, as it was possible some patients missed the alerts. Jean said they would look into this.

Next Meeting 5.30pm Thursday 11th October 2018

