

Patient Participation Group Meeting held at The Stag Medical Centre

Minutes of Meeting Thursday 12th May 2016 at 5.30pm.

Present

Tony Robinson (Vice Chair)
Elaine Laurie (Secretary)
Jean Toner (Practice Manager)
Iris Wild (Treasurer)
Peter Appleby (Treasurer)
Christine Pigg
Pippa Harder
Heather Hind
Gill Stokes
Len Wilson
Margaret Dennis
A A Zaidi

Apologies

Jenny Drew (Chair)
Tony Drew (Website)
Eileen Brookes (Publicity)
Chris Peters

Abbreviations used:

Care Quality Commission	CQC
Clinical 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

Chair Tony Robinson

Ground Rules Reminder (on laminate cards)

Terms of Reference (on laminated cards))

1.0 Welcome and introduction

1.1 Tony welcomed group members
Apologies were noted.

2.0 Group Business:

2.1 Approval of minutes of last meeting held Thursday 14th April 2016.

2.2 Matters arising

2.3 Peter asked about our unwanted books we are going to put in the surgeries for patients to take and give a small donation if they would like which will go towards running our Carers afternoon tea and chat. Elaine is going to sort some Book Ends or something to put the books tidy and then we will be up and running with it.

3.0 Carers corner social event Pippa and Elaine;

3.1 We had a small pre meeting with all volunteers which went well, Jean is going to organise locking up and drinks will be provided by the Surgery, and Cakes etc. from PPG. We can use the back room at Rose court to put the Tea trolley with crockery.

Jean is to invite carers and Janice Cutting from Dementia Friends has said she will attend. We will bring the trolley down in the lift at the surgery. We thought we would hand leaflets out at Denham for Dementia day which is on Friday a.m. to let Patients know of the afternoon tea and chat.

4.0 Newsletter Tony Robinson;

4.1 Eileen has offered to do a two monthly newsletter she thought monthly was too much. Pippa to do a carers tea and chat Item, which will be the main feature of the next newsletter. We will then include any other current items. i.e. Meningitis Vaccination awareness

- 5.0 Admiral Nurse Campaign progress Len;
- 5.1 Len is to attend a meeting Wednesday next with Beth Goss Hill and Doctor Russell Bynres from a National Rotary project, to understand what progress is being made.
- 6.0 CQC inspection updates Jean;
- 6.1 The CQC were quite pleased with the PPG support and the surgery is very outstanding with care of the elderly and with the ongoing running of the practice. Jean let her know that Rose Court is in the decorating phase at the moment. She was concerned that Jean didn't get burnt out. Jean will give more details when the full report is published.
- 7.0 Meningitis vaccination awareness;
- 7.1 Tony thought putting an article on the newsletter making parents and teenagers aware of how important the Meningitis Vaccine was for 18 to 25 year olds to have. Jean thought also of sending a letter to parents asking if they had a child between the ages of 18 to 25 and are you aware that they should have this vaccination would help, and that we are holding a clinic in June and they or you can contact the surgery to make an appointment. As the College and University holidays are coming up and many will be returning home it is an ideal time to promote the vaccination
- 8.0 News from the practice;
- 8.1 Jean is trying to find out if the TV at Rose Court and the JX board can be updated to display information re vaccines etc. The ongoing contract for the advertising is being investigated. The practice is pleased with the PPG for managing the Carers Corner and the organising upcoming tea and chat afternoon at Rose Court and in June the practice are looking at hosting an afternoon thank you for us. Doctor Smaling's funeral. The practice is going to buy a picnic table in memory of Dr Smaling who was the first partner opening the Stag Medical centre. There will be a plaque with Dr Smaling's and Tracy's name on the bench. The London marathon was successfully completed by Joanne Pickford in just over four hours. Jean has photos of her black toes not sure how much she raised in Sponsor money, watch this space for next month's news. Two reception staff are to do their NCQ level 3 course to become Healthcare assistants they will act as reception staff while doing their course work one reception staff is going to be starting her medical secretary course and there is talk of taking on two apprentices for admin and reception with a job offer at the end of their training. Denim for dementia day is on Friday 20th May , staff will be dressed in Denim and put £1 in a box towards dementia.
- 9.0 Any other business (limited to 2 items)
- 9.1 Problems are still arising at the pharmacy's with some of them often over ordering medication for patients. This is a total waste.
- 9.2 The telephone system along with the answering message for patients is soon going to be changed to a different contract. This will improve the current long winded messages currently used
- 9.1 . The delay in finalising the winners in the Photo Competition was raised. It was agreed that we should get the top scorers printed onto canvas ASAP to allow the winners to be decided.
- 10.0 Next Meeting at 5.30pm. 16th June 2016

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Meeting closed 6.30 pm.