

Patient Participation Group Meeting held at The Stag Medical Centre

Minutes of Meeting Thursday 18th June 2015 at 5.30pm.

Present

Jenny Drew (Chair)
Elaine Laurie (Secretary)
Peter Appleby (Treasurer)
Iris Wilde (Treasurer)
Christine Pigg
Pippa Harder
Len Wilson
Heather Hind
Tony Drew
Jean Toner (Clinical Practice Manager)
Alison Thorp (Voluntary Action Rotherham)

Apologies

Gill Stokes
Tony Robinson (Vice Chair)
Tracey Ingram
Chris Peters
Chris Thompson (Practice Manager)

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
Did Not Attend	DNA

Chair - Jenny Drew

Ground Rules Reminder (on laminated cards)

Terms of Reference (on laminated cards)

1.0 Welcome and Introduction

1.1 Jenny Drew welcomed group members and apologies were noted.

2.0 Group Business:

2.1 Approval of minutes of meeting held.

2.2 Matters arising

2.3 Iris hadn't received the groups emails so Elaine will send them to Iris, plus It was lovely to see Iris back with us.

3.0 Voluntary Action Rotherham (VAR):

3.1 We all introduced ourselves to Alison and welcomed her to our PPG Group. Pippa arranged for Alison to come and tell the group of her role in Voluntary Action Rotherham (VAR) which is a local independent charity working to support members of the voluntary and community sector in Rotherham also in partnership with the public sector and the local Authority.

Alison brought along a couple of little booklets one a service booklet which gives information to voluntary groups who may need some help with accounts or job description etc. although some of the services are chargeable which makes them sustainable.

Alison also supports groups across Rotherham to recruit, manage and support volunteers. The booklet has lots of information and a web site www.varotherham.org.uk. Some of the help includes accountancy, payroll, HR and financial management, also hire of modern office and meeting space, volunteering opportunities networking and consortium working, giving a voice in local decision making.

3.2 Another associated website is called Rotherham Gismo – www.rotherhamgismo.org.uk. If anyone would like to know what is happening in their area it provides a directory of voluntary organisations in the Rotherham area. If our PPG became a member of Gismo we would automatically get a Gismo page with a google map so anyone wanting to know about our group can get to know what we are about, our aims etc. If someone was new to the area they could find out where their nearest scout group was or if they were lonely they could find organisations of help or volunteering groups.

- 3.3 Another service is Rotherham Social Prescribing Service (RSPS). There is a team of five advisers; one, Sophia, links to our Practice.
She will accept referrals from our Surgery who may be identified as needing support in maybe befriending, some voluntary service or gentle exercise.
This service is managed by VARS. To access the RSPS you must be over 18, registered with a Rotherham GP practice and have a long term health condition. The purpose is to try and keep patients out of hospital and to stay in their own homes. They have to be prescribed by a doctor they can't get in touch with Sophia directly.
- 3.4 VARS has been approached by the CCG to deliver some Health Training workshops, free for volunteers.
These training sessions have been developed by Rotherham CCG and are being delivered by members of the Volunteer Centre team. To book a free place, contact Alison on 01709 834462 or email: alison.thorp@varotherham.org.uk
The training sessions are on Wednesday 29th July 5-7pm and on Thursday 10th September 10-11.30am on 'Choosing the Right Care, First Time. Hopefully these will recruit volunteers as Health Volunteer Ambassadors. A light buffet will be provided and travel expenses will be reimbursed. Alison left leaflets for the Stag and Rose Court surgeries.
We found her session very informative.
Jenny thanked Alison for her time and information and Pippa for organising the talk.
- 4.0 Newsletter:
- 4.1 The Newsletter is now printed and placed in the surgeries with a (Free: Please take one) label attached to the display box Peter was thanked for facilitating the printing. We have decided not to distribute them in pharmacies from now on. Briefly discussed the possibility of producing a 6 page one for the next issue to include contact numbers and information for patients.
- 5.0 Carers Corner:
- 5.1 Doctor Abbey has confirmed that Carers corner can go ahead and a notice has to be put up stating the practice doesn't hold any responsibility for any service other than those provided by the NHS.
There are going to be two half-moon tables, one for each surgery to display leaflets which will be vetted and a launch day to be arranged. Pippa and Heather will do flyers when this is arranged.
Pippa and Heather are going to acquire the necessary information and the PPG group will support them. The next newsletter will highlight our carer's corner and what support is available.
- 6.0 News from the practice:
- 6.1 Jean Toner is going to email the flu days; the dates will be 25th September 9am -2pm and October 2nd 2pm- 6pm at the Stag surgery and possible November dates to be confirmed at Rose court and they will probably be half days; times to be confirmed shortly. The main coffee morning will be 25th September at the Stag and afternoon tea at the Stag Surgery on 2nd October. We may try and organise a coffee morning or similar at Rose court. Tony to do flyers for flu days. Rebekah Hudson is coming on board as Administrator and being trained up to management.
Doctor Bell is now on maternity leave and doctor McWhinnie has retired. Chris, Tracy and Jo are all on long term sick leave.
- 6.2 Appointments; a letter from Chris Peters was excellent we had a staff meeting with Chris Peters, Len Wilson and Tony Robinson
The letter was read out and the staff were informed that this is what we are working towards and it seems to be going well the patient will be asked if the appointment is urgent if so, they will wait no more than 3 days if not urgent it could be 2 weeks.
Jean does the rota for the Nurses and it gets shuffled about to meet patient's needs. Doctors will be responsible for some of their appointments. DNA numbers are still a problem.
- 6.3 Any Other Business:
Len Wilson reported the situation re Admiral Nurses. Len has been in touch with Wakefield who have now got an Admiral Nurse. The Bishop of Wakefield has given them support.
Len is having a further meetings next week and will report back to the group.
- 6.4 Next meeting July 9th 5.30pm 2015

Meeting closed 7pm.