

Patient Participation Group Meeting held at The Stag Medical Centre

Minutes of Meeting Thursday 11th May 2017 at 5.30 pm.

Present

Elaine Laurie (Chair)
Tony Robinson (Secretary)
Jean Toner (Practice Manager)
Iris Wilde (Treasurer)
Peter Appleby (Treasurer)
Christine Pigg
Pippa Harder
Margaret Denis
Mr A A Zaidi
Len Wilson
Heather Hind
Sandria Gilling

Apologies

Jenny Drew
Tony Drew
Gill Stokes
Richard Gleadhall

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 Elaine Laurie
Ground Rules Reminder (on laminate cards)
Terms of Reference (on laminated cards))

1. Welcome and introduction:

1.1 Elaine welcomed everyone to the meeting.

2.0 Group Business:

- 2.1 Approval of minutes of last meeting held Thursday 13th April 2017. Proposed Mr Zaidi, seconded Peter Appleby
2.2 Matters arising.
2.3 Len raised a concern about the formality of the meetings. Elaine said that the rules and constitution would be urgently revisited, and discussed in the near future.

3.0 Surgery Photographs

- 3.1. Iris has been to discuss with with the Art Teacher at Thomas Rotherham College the possibility of students providing the next set of pictures which may be photographs or artwork. The college was keen to support the idea and suggested that the PPG come back with their requirements i.e. quantity and sizes, they also suggested that we may wish to consider purchasing frames that can be left in position but allow the pictures to be easily changed in the future. The college would be keen to change the pictures on a regular basis.

4.0 Newsletter Update

- 4.1 The Spring 2017 Newsletter is now in circulation with copies in both surgeries and links can be found to the latest version from the practice website and the PPG Facebook page.

5.0 2017 Projects:

- 5.1 The Autism and Learning difficulty sub group has a second meeting planned. Jean is planning to work with Dr Rashid to assess a number of patients to help understand their needs. This will enable the group to identify the best support requirements for this group of patients.
- 5.2 Len is currently liaising with RDASH, Autism Plus, and a couple of local groups with a view to meet and investigate setting up pathways to improve the support for patients with Autism and learning difficulties.

6.0 2017 Surveys

- 6.1 Jean said the PPG could consider creating a general survey for patients this could replicate the questions used in previous surveys to compare results.
- 6.2 The Autism and Learning difficulty sub group will look collate the information from the patient assessments help to identify their needs.

7.0 News from the Practice:

- 7.1 Jean confirmed the recruitment process for an Admiral Nurse was still in progress
- 7.2 Jean said that change in the repeat prescription ordering process had commenced and was creating extra work for staff. The staff were working to ensure there is minimal impact on vulnerable patients who may have difficulties with the change.
- 7.3 The process of up skilling staff in care navigation and document management is continuing along. Care navigation enables patients to be directed to the appropriate care service within the practice which will help prevent both patients and staffs time being wasted.

8.0 Any other business:

- 8.1 Mr Zaidi proposed that items for discussions in A.O.B should be sent to the Chair prior to the meeting. This was seconded by Len Wilson. The group agreed that items should be sent by the 1st of the month. This will commence for the July meeting.
- 8.2 The group were shown a video which outlined the layout of the New Emergency & Urgent Care Centre at Rotherham Hospital, Heather talked through some of the key benefits. The unit is planned to open in July.
- 8.3. Jean asked about the security of the website. Steve South to discuss possible security risks with TonyR.

Next Meeting at 5.30pm. Thursday 8th June 2017

Meeting closed 6.30

TR/31/05/2017