

Patient Participation Group Meeting held at The Stag Medical Centre

Minutes of Meeting Thursday 13th August 2015 at 5.30pm.

Present

Jenny Drew (Chair)
Tony Robinson (Vice Chair)
Elaine Laurie (Secretary)
Jean Toner (Clinical Practice Manager)
Iris Wilde (Treasurer)
Tony Drew (Website)
Peter Appleby (Treasurer)
Christine Pigg
Pippa Harder
Heather Hind
Gill Stokes
Len Wilson
Barry Long

Apologies

Chris Thompson (Practice Manager)
Chris Peters
Tracey Ingram

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-Jenny Drew

Ground Rules Reminder (on laminate cards)

Terms of Reference (on laminated cards)

1.0 Welcome and introduction.

- 1.1 Jenny welcomed group members and a new member Barry Long who we hope will become involved with the group. Jenny explained the ground rules the constitution and terms of reference. We then introduced ourselves to Barry. Apologies were noted.

2.0 Group Business:

- 2.1 Approval of minutes of meeting held 18th June 2015.

2.2 Matters arising

- 2.3 The Admiral Nurse situation.

Len informed us that the CCG are hoping we can follow what Wakefield did and raise funds for an Admiral Nurse to the tune of £30,000 to £40,000 which must be ongoing. Pippa proposed that Crowd funding may be possible? Lottery money may also be applied for. Chevin Housing Association have a Charity donation scheme and could be approached.

Len reminded the group of Jenny's presentation which highlighted savings in Norfolk for 1 Admiral Nurse in 6 months had saved £400,000 for their Health service. Kirklees have now got up to 7 A/Ns Wakefield and Doncaster have A/Ns and Sheffield are hoping to have some. (Len will ask Sarah Champion at the CCG for an explanation as to what is the official situation is regarding Admiral Nurse for Rotherham)

Len and Elaine will be attending a meeting on the 3rd of September which Sarah Champion, John Healy and Kevin Baron will be there to answer questions. After the 3rd of September meeting which Len and Elaine are attending we can decide what action to take re Admiral Nurse as its unethical to set up fund raising and when the money runs out the Admiral Nurse would be withdrawn.

On the 8th of September the PPG Network will be held at the Carlton Park Hotel 2-4pm anyone who would like to attend are welcome, details have been sent out.

- 2.4 The photo competition posters have been put on the notice boards in both surgeries. Jean Toner is acting practice Representative for the time being.

Dementia training day is on the 3rd of December at 1pm at the Stag surgery staff and PPG welcome, Katherine Rawlings will be doing the training.

3.0 Flu Clinic days – Planning

3.1 Tony Robinson has put together a plan for the PPG to help to raise moneys and help run the flu clinic days, flyers are done and posters are ready. The dates are, Friday the 2nd of October 9am to 1pm and Friday the 16th of October 1pm to 6pm at the Stag surgery. Rose Court surgery was considered to try do something similar but unfortunately the surgery is too small to do fundraising there. A meeting has been arranged for Tuesday the 22nd of September at 2pm at 6 Brecks Crescent to discuss Flu day planning and donations and organising all PPG welcome to attend. A risk assessment has been done.

Chris Peters will have her McMillan table the book table for our funds and the Hospice will be invited to have their table as usual.

Coffee, tea, milk and sugar will be supplied by the surgery. Cakes to be donated by surgery staff and PPG members; also may be donated by the local café.

Letters have been printed and are ready for volunteers to give to donors. Flyers and letters to go out together.

Flyers to be attached to prescriptions. Jenny to be the “Wafter” for Stag surgery, to help manage patients queuing for the flu jabs and Iris to do the same at Rose Court.

4.0 Carers Corner- Feedback from Pippa:

4.1 Pippa researched display units which will be purchased, one for Stag and one for Rose Court, Pippa will order them. Carers Corner will be set up by the 3rd of December 2015. We also have two smaller display units one for each Surgery.

5.0 News from the Practice:

5.1 Doctor Christopher Jones is one of our new GPs and we are hoping to persuade Doctor Rashid to stay with the Practice. Doctor Muthoo and Doctor Abbey are helping with Management issues. The surgery is doing quite well at the moment for Doctors.

Rebekah is in her health care administration post. Rose Court will be getting a bit off a face lift by decorating.

6.0 Any other business:

6.1 Pippa has now joined VAR as an individual member.

6.2 Tony Drew commented that the Winter Newsletter could be 6 pages with information contact numbers added for patients but the cost is probable prohibitive so we may well continue with four pages but still include useful contact numbers.

6.3 Jean will look into the TV screen renewal at the Stag and see if it could be changed for one that includes NHS Health advice.

6.4 Tell Us What You Think:

A patient complained of Rose courts closed window at reception, but confidentiality must be maintained.

Electronic prescriptions will be started in November.

Jean has asked staff to work with more continuity with a reshuffle to help out. A generic person could be employed to work on a voluntary basis in reception for front desk and upstairs in administration.

7.0 Next Meeting 15th October at 5.30pm.

EL/27/8/2015