

Patient Participation Group Meeting held at The Stag Medical Centre

Minutes of Meeting Thursday 12th November 2015 at 5.30pm.

Present

Jenny Drew (Chair)
Tony Robinson (Vice Chair)
Jean Toner (Practice Manager)
Iris Wilde (Treasurer)
Peter Appleby (Treasurer)
Tony Drew (Website)
AA Zaidi
Christine Pigg
Pippa Harder
Heather Hind

Apologies

Gill Stokes
Chris Peters
Barry Long
Elaine Laurie (Secretary)
Len Wilson

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
Electronic Prescription Service	EPS
Local Enhanced Services	LESS

Chair-Jenny Drew

Ground Rules Reminder (on laminate cards)

Terms of Reference (on laminated cards)

- 1.0 Welcome and introduction.
 - 1.1 Jenny explained the ground rules the constitution and terms of reference. Apologies were noted.
- 2.0 Group Business:
 - 2.1 Approval of minutes of meeting held 15th October 2015.
 - 2.2 Matters arising:
 - 2.3 Item 4.0 Jean Toner (PM) stated Electronic Prescribing 'Go Live' had gone well with few problems which she managed to sort out with patients.
Item 6.1 AA Zaidi stated the following statement was missing 'Patients who ring first especially on a Monday morning are told when there are no appointment to ring back and there needs to be an arrangement where they can receive an appointment there and then and not have to call back'. In response to this item Jean Toner (PM) stated she had now given permissions to all receptionists to log into future appointments so this should be avoided in future.
- 3.0 Flu Clinic days – Feedback
Jenny stated Elaine had offered to take charge of the Flu Clinic Fund Raising in 2016. Everyone was asked for their agreement on this. Agreement was unanimous.
- 4.0 Admiral Nurse Campaign. This item was deferred in Len Wilson's absence. Jean Toner (PM) stated she will contact the CCG to see if she can use some funding from the LESSs on Dementia to help fund an Admiral Nurse for the Practice

5.0 News from the Practice:

- 5.1 A new Practice nurse Zoe Smith has started work with the Practice on the 9th November 2015. Lorraine Fryer has started work as Information Technology & Performance Manager. So far she has made a very big difference to the statistics being able to be pulled off the system. The Practice is to employ a Phlebotomist for 8 hours per week. The CCG are paying as they have reorganised the Phlebotomy Service in Primary Care.

6.0 Any other business:

- 6.1 Dementia training day is now on the 10th of December at 1pm at the Stag surgery, Katherine Rawlings will be doing the training. Afterwards the Partners have invited the PPG to join staff at their Christmas buffet. All agreed this was a very nice gesture and one which made the group feel valued and part of the Practice.
- 6.2 The prices for Peter's photos of Canklow Woods were approved and this now needs to be presented to the Art House by Heather to see if they agree as they are to take a percentage of the profits. The minimum prices suggested were £25 for the large framed print, £15 for the medium size and £6 for the small. We still have to be make enquiries into the prices for canvas prints.
- 7.0 There will be no formal meeting on 10th December as it is the Dementia awareness training – at 1pm followed by Christmas Curry Buffet - 3pm to 5pm.
Date of next meeting will be 14th January 2016, which will be the AGM followed by a short meeting.

JD/2/12/2015