**The Field Road and Barnby Dun Surgeries**

**Patient Participation Group**

**Minutes of the meeting held on 12 August 2014**

Present: Mrs R Holdsworth Chair

 Mrs R Lea Vice Chair

 Mr E Holdsworth

 Mr J Waggitt

 Mrs D King

 Mr C Henry Equalities & Patient Experience Manager

 Mr P Kemm Practice Manager

Apologies: Dr M Wilkinson

 Mrs A Singleton

**1.0 Minutes of the Last Meeting**

The minutes of the last meeting held on the 10 June 2014 were

agreed as a correct record of the meeting.

**2.0 Matters Arising**

**2.1 Gypsy and Traveller Briefing**

There was a discussion around the practicalities of the briefing

from the CVS workers. The PPG acknowledged the

difficulties of engaging with this group of patients, and noted

the offer of help from the CVS team.

**2.2 Dementia Group Local Event**

Mr Waggitt informed the group that he had met with the Steward

from the local Central Club prior to the last PPG meeting, that

he was unfortunately unable to attend.

**2.3 Organ Donation**

Mr Kemm reported on the organ donation scheme. The scheme

did not involve primary care once patients had signed up to the

scheme and there seemed to be a lack of clarity in the ability of

relatives to overrule the wishes of the patient with regards to

donation.

**3.0 Practice Update**

Work is continuing at the practice on the Unplanned Admissions

Scheme and communication with patients aged 75 and over.

The Patient Participation Scheme requires the PPG to agree three

priorities for the Practice and Mr Kemm asked the group to

consider the priorities based on feedback to the group and the

Practice.

The Practice will also be required to take part in a Friends and

Family Test to seek the views of patients about their experience

at the Practice and the likelihood of their recommending the

Practice to friends and family.

**4.0 Terms of Reference**

The new Terms of Reference were circulated for discussion and

were agreed by the PPG. Mr Henry congratulated the group on

producing such excellent terms of reference.

**5.0 Practice Opening Hours**

Mr Waggitt raised the issue of the practice opening times, in

particular the difficulty of patients who have a 08.30 appointment

being seen on time due to a queue of patients wishing to book

a same day urgent appointment, or to collect a prescription,

when the doors opened at 08.30.

Mr Kemm agreed to look into the problem. Patients are advised

to collect prescriptions later in the morning however some do

find it convenient to collect their prescriptions when the Practice

first opens in the morning.

There was a wide ranging discussion around the issue. Mr Kemm PK

to discuss options for change with the GP Partners.

**6.0 PPG Network Meeting**

Mrs Holdsworth and Mr Henry reported back on the last meeting

of the PPG network group. They had attended the Dementia

Friends training which they recommended to the PPG for the

local event. Mr Henry produced a list of top tips for developing

a PPG that had been developed by the PPG Network.

The final meeting of the Network Group is scheduled for the

31st October 2014.

**7.0 Dementia Event**

Both Mr Waggitt and Mrs Holdworth had visited the Central Club

to discuss the possibility of it hosting an event on Dementia.

Mrs Holdworth had also visited the library in Stainforth. After

discussion it was agreed that the library was the appropriate

venue for the event.

Mr Henry agreed to contact the organisers of the dementia

training provided at the PPG Network meeting to see if they

can attend the local event. He will also source leaflets from the

scheme that can be adapted by the PPG for local use.

The local event will take place in the first week in October in

the afternoon between 14.00 and 16.00pm.

The PPG will hold a planning meeting in September. DCCG

and Practice representatives will not need to be present.

The cost of the event at the library and any posters will be met

by the Practice. Mr Waggitt volunteered to distribute posters

in the Stainforth area up to three weeks before the event.

**Post meeting note**: The Dementia Event will take place on

Tuesday 7th October 2014.

**8.0 Appointments with Practice Nurses**

Mrs Lea raised the issue of when it might be more appropriate

to book an appointment with the practice nurse and whether

patients could be directed to the nurse instead of the GP.

Mr Kemm replied that the service provided by the nurse was

publicised in the practice leaflet and the website. To assess

individual patient suitability for the nurse instead of the GP

would require the receptionist to ask the patient for medical

information. The Practice had considered but rejected this

option. The PPG were happy with the current Practice approach.

**9.0 Applications to join the PPG**

The PPG considered four applications from patients to join the

group. It was encouraging that the applications were from

patients of working age, one of whom lived in the Stainforth

area, as this group of patients are currently under represented

on the group.

One of the applicants was only able to attend at a specific

time, and whilst her application was welcomed, it was not

felt to be feasible to change the current day and time of the

meeting. However in order to involve her in discussions Mr

Kemm was asked to look into establishing a virtual PPG that

would communicate by email.

The remaining three applications were accepted. It was noted

that one of the applicants used a wheelchair. The meeting

room at Stainforth is not accessible as it is on the first floor,

therefore it was agreed to hold future meetings at the Barnby

Dun Surgery.

**10.0 Annual Review and Workplan**

The PPG has now been in place for a year. It was agreed to

undertake an annual review of the work, and to consider the

three priorities for action in the current year, at the next

meeting.

**11.0 Date and Time of the Next Meeting**

13.30 on Tuesday 4 November 2014 at the Barnby Dun Surgery.