**The Field Road and Barnby Dun Surgeries**

**Patient Reference Group**

**Minutes of the meeting held on 23 July 2013**

Present: Mrs R Holdsworth

Mr E Holdsworth

Mrs A Singleton

Mrs R Lea

Mrs D King

Mr C Henry Equalities & Patient Experience Manager

Dr M Wilkinson GP Partner

Mr P Kemm Practice Manager

**1.0 Introduction Action**

This was the first meeting of the Patient Reference

Group for the Field Road and Barnby Dun Surgeries.

All members introduced themselves to the group.

Mr Kemm thanked all those present for their involvement

with the Practice’s new Patient Reference Group.

**2.0 Patient Reference Groups**

Mr Henry Equalities and Patient Experience Manager

for Doncaster Clinical Commissioning Group gave a

briefing on Patient Participation and Patient Reference

Groups. The group is intended to assist the practice

with obtaining the views of patients to enable the practice

to respond to patient priorities and concerns and to shape

its services accordingly.

Mr Henry suggested that there are three keys areas for the

Patient Reference Group to concentrate upon:

Access to service

Experience of the service

Clinical outcomes

Mr Henry explained the commissioning arrangements for

health services in Doncaster, and the need for each practice

to have a Patient Participation or Reference group to enable

the voice of patients to be heard in the commissioning of

services.

He gave examples of the use of patients groups in other

GP practices, and the benefits this had brought to health

services.

**3.0 Doncaster PPG Network Pilot Project**

Mr Henry is piloting a network of Patient Participation

Groups and he had hoped to be able to include practices

in the North East of Doncaster in this pilot. However the

pilot will now only be going ahead in the South East of

Doncaster.

**4.0 Structure of the Patient Reference Group**

There was a discussion around the needs of the PRG

to be representative of the patients registered with the

Field Road and Barnby Dun Surgeries. All patients present

were from the Barnby Dun area and it was agreed that PK

representation will be sought from the Stainforth patients,

in particular from younger patients, adults of working age,

and younger patients with children.

The Practice has a large number of patients who are from

the Traveller community and efforts will be made to obtain PK

representation from this group of patients.

It was suggested that schools, nurseries and pharmacies

should be contacted to ask if they will display posters asking

for volunteers for the PRG. In addition there will be posters PK

in the practice and information on the practice website about

the PRG.

It was suggested that the optimum size for the group should

be around ten to twelve people.

**5.0 PPG Priorities and Patient Survey**

The Practice is required to agree priorities for action with

the PPG and to undertake a survey of those priorities with

a wider group of patients. Mr Kemm circulated a list of All

possible survey questions. The PRG was asked to consider

the questions and to discuss them at the next meeting.

There are a number of organisations which can undertake

a survey for the Practice. The survey will concentrate upon

the key areas outlined by Mr Henry, Access, Experience

and Outcomes. However additional questions can be added

to the survey.

**6.0 Initial Work Plan**

Initial actions for the group are:

Mrs Singleton kindly offered to contact a lady who lives in AS

Stainforth who might wish to join the PRG.

Mr Kemm will contact organisations outside the practice PK

asking them to display posters asking for volunteers for the

PRG.

Mr Kemm will arrange for information on the PRG to be PK

displayed at the Field Road Surgery, and on the Practice

website.

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

Tuesday 17 September 2013 at 11.30 am at the Field Road

Surgery at Stainforth.