MINUTES OF THE LUPSET HEALTH CENTRE PATIENT PARTICIPATION GROUP HELD ON THURSDAY 30TH AUGUST 2018, AT 13:45

**Present:** DS (chair and secretary), MC, LH, GH, SI, JB, RB, MM

**Apologies:** YE, BD, SR, ML, SP, BS

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| **Item** | **Description** | **Action** |
| 1.1 | DS thanked everyone for attending and welcomed MM to her first meeting. He asked the other members to introduce themselves to her. |  |
| 2  2.1  2.1.1  2.1.2  2.1.3  2.1.4 | **Minutes and Matters Arising**  The PPG agreed that the previous minutes were accurate. The following were matters arising:  DS stated that he had donated the £250 to Marie Curie and displayed the confirmation letter. He did apologise for paying 15p too much, but this was reflected in the amended statement.  DS confirmed that the entry for the Wakefield Express had been sent, but there was some debate in the group as to whether this had been actually published. It was agreed that it should be re-sent.  The details on the repeat prescription and the email response had both been changed to reflect the additional time required by the community pharmacy.  DS briefed on the new guide to commonly used abbreviations that would be displayed at each meeting. DNA was added. | **DS to send request.** |
| 3  3.1 | **Friends and Family Test**  No responses to discuss. |  |
| 4  4.1  4.2 | **Update on On-Going Work Strands**  **Patient Newsletter**  The latest newsletter was agreed ready for publication. RB asked how many were produced and how they were distributed. DS confirmed that approximately 1000 were produced and were distributed by post (in existing letters), with new patient registrations and in the waiting room.  A discussion then followed as to how they could be wider distributed and the suggestions were in the local pharmacies, in St George’s Community Centre and at the flu clinics.  This then prompted a wider discussion on how the PPG members could help publicise information from the practice (for example the GP Care Wakefield extended hours care). Several members said that they would be willing to attend the surgery to distribute newsletters and leaflets to patients. DS asked them to have a think about this and contact him should they be willing to do this. The dates are enclosed.  **Entries in Wakefield Express**  DS to send details of Friday clinic for Community Anchor again. | **All members to look at clinics and contact DS if available.**  **DS** |
| 5  5.1  5.2  5.3 | **New Work Strands / Patient Driven Initiatives**  It was agreed that DS is to continue to encourage virtual members who have expressed an interest to attend where possible.  The frequency of the meetings was discussed and it was agreed that they could be move to every 8 weeks for a trial period.  The chair of the meetings was discussed. DS stated that many practices have a patient representative as the chair and that he would be willing to resign this position should another member wish to put themselves forward. It was unanimously agreed that DS should continue as the chair. | **DS to invite** |
| 6  6.1 | **Patient Suggestions and Comments**  3 comments were discussed and DS briefed on the actions taken. RB asked if these comments were always shared with the staff and DS replied that only those that are affected by the comments. After discussion it was agreed that DS should speak to the senior partner about a policy of all comments being reviewed. | **DS to discuss with senior partner.** |
| 7  7.1  7.2  7.3  7.4 | **News from the Practice / Network / CCG / DH**  DS briefed on the prescribing grant work discussed in the previous meeting:   * Portable ECG equipment for use in the community – small number already held by the District Nurses for community use so no longer seen as a priority. * Additional BP monitors for use by patients at home. Seen as a good idea and high priority. * Other clinical equipment for use in the surgery (PC based spirometry and ECG machines) seen as high priority. * Replace dirty chairs in reception – must come from practice budget and NOT grant, but still recommended if possible. * Patient information posters to promote health – electronic display if possible. Recommended. * Digital dictation. After investigation this was not seen as a completely cost effective measure. Low priority.   DS explained that in the migration to the new website the domain name had been changed from just lupsetsurgery.co.uk to [*www*.lupsetsurgery.co.uk](http://www.lupsetsurgery.co.uk). He asked if this could be passed on and apologised for any inconvenience it may have caused. He asked the members to have a look at the new website and give any feedback at the next meeting.  DS briefed about the new flu clinics and that they were now broken down into age groups due to the different vaccines available. He said that this made it even more important that if patients were booked in for a set clinic that they did attend wherever possible, so vaccines and GP time were not wasted. He asked members to encourage patients to attend surgery appointments already booked, but if they did have the vaccine given elsewhere (such as community pharmacies) they let the surgery know so the appointment could be cancelled.  All agreed that the next “day in the life of” entry in the PPG newsletter should be that of a practice pharmacist. | **DS to brief to partners**  **DS to coordinate** |
| 8  8.1  8.2 | **Staff updates**  DS briefed that the new Practice Nurse starts on the 10th September. She has been recruited as an extra member of staff to ensure she is fully trained by the time the more senior staff look to retire in the future.  He also mentioned that a part time temporary contract had been offered to a new receptionist to assist in covering the busy summer, staff sickness and staff maternity leave. |  |
| 9  9.1  9.2  9.3 | **Charity Update**  The members agreed to donate £300 to the carers Wakefield organisation with the specific request that this goes to the young carers. SI agreed to coordinate this with the CEO.  The members also agreed to donate £300 to the Mid Yorks Hospital charity providing that it would not go into a general pot and would be used for a specific need (ie carer’s accommodation for those staying with patients). DS to email and send confirmation with the minutes. AFTERNOTE: Enclosed email confirms that donations DO go into a general pot, but are then used for appropriate requests for items outside of normal NHS funding. Members are therefore requested to contact DS with their thoughts so that an alternative charity can be considered if they are still against this proposal.  The members also agreed to the Mid Yorks Hospital request to have a charity tin on the reception desk, although DS is to ask for it to be chained to something to avoid opportunistic theft. | **SI to coordinate**  **DS to email for confirmation.**  **Members to contact DS to give their thoughts.**  **DS to advise** |
| 1 | **Pharmacy Updates –** nothing to report |  |
| 11 | **News from Patient Network Group**  GH stated that the next meeting was not until next week so no further information available. |  |
| 12  12.1 | **AOB**  LH mentioned the sad passing of a previous GP and partner, Dr DS. The members asked that LH pass on their condolences to his family and DS confirmed that he had contacted all staff who had worked with Dr S to let them know the sad news. LH agreed to let the practice know of the funeral arrangements. | **LH to contact the practice.** |
| 13  13.1 | **Date and Time of next Meeting**  The next meeting was agreed to be held on Monday 29th October 2018 at 13.45. |  |