

**Drs Gebbie, Burn & Brown
293 Preston New Road
Blackburn BB2 6PL**

**Minutes of Patient Participation Group Meeting
1.30pm 2 February 2015**

Present

Patients: Richard Reeve, Ann Shuttleworth, Briony Cumming, Thomas Clark, Tony Helm, Debbie Tunnicliffe
Practice: Casey Hancock (Practice Manager)

Casey started the meeting by introducing herself and telling the Group something about her background and why she found herself in Blackburn. She does have a vast experience of practice management and has relocated to the North West.

In her previous experience she has utilised the PPG to volunteer, visit the practice, spread the word, speak with patients etc and they felt they were utilised and part of the surgery and she encouraged the meeting to think about this “way forward”.

1. Minutes of the last meeting

Accepted, all approved.

2. Matters arising from meeting 3 March 2014

Surgery improvements – All improvements requested now completed with wall signs and main signpost.

Coffee morning – Ann Shuttleworth reported that the coffee morning raised £49 at the Branch for Macmillan.

3. Feedback from Clinical Commissioning Group Meeting

Richard Reeve and Ann Shuttleworth attended the meeting on 3 December 2014. This meeting was about the sharing of data and the different stages of sharing clinical data which have been introduced over the years. Casey explained the different “permission” levels. Summary care records was the sharing of primary information such as allergies, medication etc. The latest request for sharing of information which was sent directly to patients’ homes is requesting permission to share information on medical records but

anonymously. This is for research purposes to define what health services may be needed in your area in the future.

4. Practice news

- Casey informed the group that Anne-Marie Burns has been appointed as our new practice nurse. Kasia (Kasha) Murphy has joined the practice on 26 January 2015 and is taking care of admin work.
- Casey also informed the group about Dr Gebbie's retirement on 31 March 2015.

5. Any other business

- Online appointment booking and Patient Questionnaires - the deadline for booking appointments online is March 2015. Casey tried to alleviate Richard's fears that there would be fewer appointments for patients attending surgery if all the appointments had been made online night before. We will only release the appointments on line at the same time as opening to patients attending surgery or on the phone.
- Improving the practice website – The website is nearly finished and will be done for end March.
- Increasing membership of the PPG – Casey suggested we put posters in local shops and community centres which mums/babies visit. Although she did inform the meeting that this was the third practice she had worked at in the North of England and the problem of attaining a representative committee of age and ethnicity was a common problem. The Group suggested we ask College students to maybe design a poster for us (free of course)
- Confidentiality Disclaimer – all members were asked to sign a disclaimer for confidentiality purposes.

6. Date of next meeting

Monday 27th April 2015 at 1.00pm.

Please note our Website address: www.limefieldsurgery.co.uk

IF ANYBODY WOULD LIKE TO CONTACT CASEY DIRECT ON ANY ISSUE IN THESE MINUTES OR REGARDING THE PATIENT PARTICIPATION GROUP YOU CAN CONTACT HER DIRECT ON 01254 617639/07961 761058