

Hugglescote Surgery

PATIENT PARTICIPATION GROUP MEETING MINUTES

Date: Wednesday 26th February 2014

Time: 1 – 2.30pm

Venue: Meeting Room

Attendees:

Colin Mason, Alan Ratcliffe, Carolyn Feeney, Joy White, Bob White, Janet Hammonds, Peter Lacey, Russell Johnson, Mick Bates, Alan Ryder

For the practice:

Keleigh Atkin

In attendance:

Apologies:

Jacqueline Knight, Sue Gillespie, Sheila Forgham, Pauline Wright, Alan Dowell, John Squires, Elizabeth Squires, Rosie Ryder

Item	Issue	Action	Owner
1.	Introductions were made		
2.	Minutes and matters arising from last PPG meeting 04/12/2013 <ul style="list-style-type: none"> Assisted Transport – this is now progressing very slowly due to funding. After contacting Dr Eynon in December it has been confirmed that the Marlene Reid Centre (MRC) are trying to do something. Repeat Prescriptions – further information has now been received and will be discussed at the next Business meeting. It was acknowledged that moving to 2 monthly prescriptions would have benefits for patients and the practice but would have a knock on affect for the pharmacy. 	<p>To continue to touch base with Dr Eynon/MRC</p> <p>Further discussion required with partners</p>	<p>KA</p> <p>KA</p>
3.	PPG Structure At the practice appraisal with West Leicestershire Clinical Commissioning Group it was suggested that we may want to revisit the structure of our PPG. Other PPGs locally and nationally have a more formal structure with a Chair, other officers and a constitution, some are a registered charity. After discussion it was agreed that this approach was too formal for the members of this PPG and all present agreed to continue with our current format. We also discussed how members felt in raising issues as it could be seen that if the practice leads the group this may be limited. All agreed that the current structure did allow good input by PPG members and a new member of the group commented on how accessible the group was with agenda and minutes both available on the practice website. Following discussion regarding transparency concluded with the agreement to invite a speaker to discuss prescribing issues, to include budget setting, formulary,	<p>Invite prescribing expert to next PPG</p>	<p>KA</p>

	LMSG and moving to 2 monthly prescriptions.		
4.	<p>PPG Action Plan</p> <p>Progress against the Action plan was discussed -</p> <ul style="list-style-type: none"> Continuity of GPs: Current 4 GPs have been in post since May 201, the practice advertised locally for another GP in November 2013 with no applicants. A national advert has been placed with a closing date of 21/03/2014. Questionnaire: Results to be discussed in the next agenda item. Requirement to complete this next year has been changed to the Friends and Family Test – further information on this to be available before April 2014. Prescriptions: New process continues to be successful 	Recruitment to continue	KA
5.	<p>Questionnaire</p> <p>The group reviewed the results of the each question on the survey. Generally the results were extremely positive with a similar response to previous years. The action plan was agreed to include:</p> <ul style="list-style-type: none"> Continuity of GPs – complete recruitment and reduce use of locums Medication reviews – explanation and awareness raising of the process Transport – support assisted transport scheme and look to improve public transport links to the practice 	Complete new action plan and report	KA
6.	<p>Surgery Update</p> <ul style="list-style-type: none"> Care.data – KA explained the differences between the Summary Care Record and Care.data. It was agreed to put information in the practice newsletter regarding this Staff changes – Dr Sridhara joined the team in December 2013, she is a qualified doctor and trainee GP and will be with us on a part time basis till December 2014 New equipment – S106 monies have been released to cover the cost of 2 new ECG machines and a new vaccine fridge 	Add information to newsletter	KA
7.	<p>Patient Question Time</p> <ul style="list-style-type: none"> Pharmacy opening hours – one of the members described a situation he encountered when he saw a GP towards the end of the day and needed medication only to find that the pharmacy had already closed and there was no information regarding other pharmacies that would be open. It was agreed to discuss this with Masons 	Contact Masons re opening hours	KA
8.	AOB - none raised		
9.	<p>Date and time of next meetings:</p> <ul style="list-style-type: none"> 24/03/2014 1-2.30pm 		