**PATIENT PARTICIPATION GROUP MEETING**

**DATE: Monday 3 December 2018 13.00 - 14.30 hours**

**PLACE: Oakwood Surgery – Meeting Room Left**

**Present:**

Sheila Ormerod (SO) (Chair)

Gill Auker (GA)

Peter Burrows (PB)

Peter Sutcliffe (PS)

Marilyn Bingham (MB)

Pam Stewart (PAS)

Norman Windsor (NW)

Dr Lucassen

Ros Reavill Practice Manager (RR)

**Agenda item 1** Introductions; Dr Lucassen was welcomed to the meeting

**Agenda item 2** Apologies; Apologies were received from:-

Andrew Hughes (AH) (Vice – chair)

John Marsh (JM)

Watkins (LW)

Derek Smith (DS)

Alan Nash (AN)

Carla Tucker Practice Quality Supervisor (CT)

**Agenda item 3.** To consider and agree minutes of last meeting

These were agreed to be a true record. Proposed PAS seconded GA

**Agenda Item 4.** Matters Arising

RR informed members that the “music on hold” for patients had been changed and that Dr Fearn GP registrar has now moved on to his next placement and Dr Osa has returned to complete his final year.

**Agenda Item 5**. Fundraising.

GA informed members of the meeting attended by her and SO at the John Fretwell Centre to discuss fundraising. As the theme of the meeting was for charitable organisations it would not be appropriate for Oakwood PPG to become involved.

GA then explained in detail her ideas for fundraising and stressed the professional approach that will be used. The full agreement of the surgery management team will be sought for all subsequent activities.

PS offered advice about the requirements for fundraising such as having a Constitution rather than the current Terms of Reference. The Constitution would also require an annual vote for the position of Chair and Vice Chair to be carried out.

Tickets stating the three main prizes in detail (plus listing of others} would need to be printed.

GA willing to approach donors for contributions.

RR asked that the suggestion to approach Tesco supermarket for inclusion in their token scheme be dropped as the surgery management team felt that this was inappropriate since we are not a charity. This was agreed by the PPG.

It was also agreed that the fundraising sub-group should meet before the next PPG meeting to consider costs and practicalities and to provide feedback at the PPG meeting in February. **Action CT SO GA NW PS**

RR asked that the cost of tickets and other practicalities be made available to the management team ASAP.

SO strongly stressed the need for widespread participation by PPG members as the scale of the proposed fundraising cannot be successful without full support by all.

PAS said she is not able to buy or sell tickets but will donate to the funds.

RR then presented details of desirable items that could be purchased for use at the surgery:-

Evacuation chair - cost £618

Technological integrated systems to facilitate direct input of data into the clinical computer system (e.g. ECG):

Additional ECG machine - cost £1800

Integrated spirometry machine - cost £1305

Pulse Oximeter - for babies- cost £512

**Agenda item 6.** Patient weekly wallets. RR presented the pill pouch which provides patients with pills in plastic pockets that are dated and timed for patients to ensure correct administration. The practice wasn’t overly comfortable with these new pouches as not environmentally friendly and those with dexterity issue could be tricky to open.

These are only available from one pharmacy at present.

**Agenda Item 7**. Shared medical appointments. These are group appointments to discuss conditions/treatment which may be common to all participants and encourage therapeutic discussions amongst those participating.

Dr Lucassen said that it was an opportunity to network and present educational information.

MB had experience of this and supported the idea as all “were in the same boat” and could help each other. PB also aware via Breathe Easy group which uses same strategy.

RR suggests it would be a good additional item in patient questionnaire, to establish if patients were interested in these type appointments. **Action CT**

If patients showed interest Dr Lucassen said nurses will inform patients. SO suggested that it be publicised in the Warbler. This was agreed if need established by the patient questionnaire. **Action CT/SO**

**Agenda Item 8.** Warbler items for February 2019. It was agreed that the following items be publicised:-

Shared medical appointment

Fundraising (if all in agreement at that time)

**Agenda Item 9.** Re-visit terms of reference. In light of comments by PS it was agreed that the February meeting 2019 would be an AGM at which a Constitution would be drawn up and election of Chair and Vice Chair would take place annually. In future the February meeting would be the AGM. **Action CT**

**Agenda Item 10.** RR reminded PPG members of the PPG event at Birch House on the 11th December and asked members to attend if possible.

**Agenda Item 11.** COPD patient reviews. RR informed members that from January to March 2019, 2 respiratory nurses will visit the surgery on Mondays and Fridays. Qualifying patients will be contacted and invited to attend.

**Agenda Item 12.** FFT and DNAs

FFT

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Extremely likely | Likely | Neither nor | Unlikely | ExtremelyUnlikely | Dont Know | **Total** |
| Sep 18 | Mjog | 67 | 15 | 2 | 2 | 4 | 0 | **90** |
|  | Website |  |  |  |  |  |  |  |
|  | Hand |  |  |  |  |  |  |  |
|  | **Total** | **67** | **15** | **2** | **2** | **4** | **0** | **90** |
|  |  |  |  |  |  |  |  |  |
| Oct 18 | Mjog | 63 | 13 | 2 | 2 | 4 | 1 | **85** |
|  | Website | 3 |  |  |  |  |  | **3** |
|  | Hand |  |  |  |  |  |  |  |
|  | **Total** | **66** | **13** | **2** | **2** | **4** | **1** | **88** |
|  |  |  |  |  |  |  |  |  |
| Nov 18 | Mjog | 52 | 9 | 1 | 0 | 4 | 0 | **66** |
|  | Website |  |  |  |  |  |  |  |
|  | Hand |  |  |  |  |  |  |  |
|  | **Total** | **52** | **9** | **1** | **0** | **4** | **0** | **66** |
|  | **TOTAL** | **185** | **37** | **5** | **4** | **12** | **1** | **244** |

222 patients are likely or extremely likely to recommend the surgery (91%)

DNAs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sep 18 | 152 |  | Sep 17 | 184 |
| Oct 18 | 188 |  | Oct 17 | 232 |
| Nov 18 | 187 |  | Nov 17 | 194 |
| **Total** | **527** |  |  | **610** |

**Agenda item 13** Patient questionnaire. It was agreed to postpone this item until February 2019

**Agenda Item 14.** PPG members’ items.

PB reported on the success of the Breathe Easy project “Singing for Health” which has been very beneficial with a big social spin-off. The project has recorded a cd which can be downloaded from iTunes and can be bought for 99p from Amazon, The group has already raised £577 for research.

PAS reported on a recent Cancer Carers’ meeting. CQC report on Cancer services in North Notts with Kingsmill Breast Unit in the top 5 in the UK. Survival rate over 5 years is 70% (UK average)

Take-up for mammogram is 96%

**Agenda Item 15** **Date and time of next meeting,**

**The next meeting will be the AGM on 4 February 2019 18.45 - 20.00 hours**

A**t the meeting held on ————— the above minutes were agreed as a true record**