**Patient Participation Group Meeting Minutes**

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| **Date/Time** | 28th March 2019 5pm | **Venue** | Priory View, Meeting room |
| **Attendees PVMC** | Helen Walker (HW) | | |
| **Attendees PPG** | BD, SH, BB, HS | | |
| **Apologies** | AY, LM, SO, DL, KA | | |
| **Guests** | Darren Meade – Hillside Enterprise Centre | | |

| **Item** | **Agenda Item** | **Action By** | **Action Date** |
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| 1 | **Cancer Prevention – speaker Darren Meade**  The speaker explained the various prevention services available including Bowel screening that takes place for patients between 60 and 74 years of age to try to identify early stages of bowel cancer.  If you are over 50 and have developed a persistent cough, seem to have lost weight without any logical explanation or suffering chest pain. These things should be checked out by your GP.  A Chest Clinic is operating as a walk-in Centre at Leeds LGI . Patients can turn up on the day and be seen within 10-15 minutes.  Prostate cancer has high prevalence. Males over 50 years old can suffer from an enlarged prostate.  The message was to encourage conversations with friends and family and to get unusual symptoms checked out.  40% of cancers can be avoided through lifestyle changes   * Stop Smoking (start by reducing) * Transfer cigarettes to vaping * Reduce alcohol * Increase fitness |  |  |
| 2 | **Review of Previous Minutes**  All actions were completed or are ongoing. The following is ongoing.  **Drinks/Water machine in Reception**  A water machine has been suggested previously and we are awaiting funding to see if this could be installed in the ground floor waiting area. **28/3/19 update – Discussed during Partner meeting and decided that water spillage could cause slip hazard. Agreed we would install a sink in reception back office and put up notices up for patients to request a drink of water at reception.**  BD suggested that for a wider audience we consider emailing the newsletter. **Action**: HW will investigate the process for compiling an email group for receipt of the newsletter. **28/3/19 HW will continue to investigate this.**  **Virtual PPG**  HW advised that whilst we had a face to face PPG, it would be useful to expand feedback from a wider group. This could be done via a virtual PPG. By sending surveys and asking questions to specific patient groups, the information can be brought to PPG meetings to inform services and debate.  **Action**: HW to investigate further how a virtual PPG can be set up during 2019 **28/3/19 some basic investigation has taken place – carry forward.** | HW | By summer 2019 |
| 3 | **Suggestion Box**  No suggestions were in the Patient Suggestion box to review |  |  |
| 4 | **PPG Member changes**  There have been no additional members this quarter. |  |  |
| 5 | **Newsletter**  BD agreed to write an article for the Summer Newsletter around the treatment he has undergone at Priory. This included the tele dermatology equipment and the speed at which he was treated. | BD | Before Jun 19 |
| 6 | **PPG Funding Bid**  HW advised that £200 of PPG funding has been awarded to spend on a notice board to promote the PPG and the progress that has been made based on patient participation.  **Action**: HW to purchase noticeboard and start to create a You Said …We Did section. | HW | Summer 29019 |
| 7 | **AOB**  BB wanted to know what Priory View was doing to help reduce non attendance of appointments. HW explained patients that miss appointments are written to with a warning. We are sending text messages before each appointment for people with mobile phones. We put up posters in the surgery to encourage patients to cancel appointments if they can not attend.  **Patient Feedback**  HW showed the group feedback following a patient survey that was taken from patients visiting a GP or Nurses at the end of 2018. The feedback demonstrated that the GPs and Nurses overall had Very Good or Excellent feedback for their consultation style and professionalism.  **Primary Care Networks**  HW explained that GP Surgeries have options to set up Primary Care Networks (PCNs) that promote collaborative working across a local area. The scheme is in its infancy and HW will provide further updates as more information is available.  It was suggested that reception could ask patients if they wanted to see a particular GP when patients call to make an appointment. **Action**: HW will look into the practicality of offering this. | HW | Apl 19 |
| 8 | **Next Meeting agreed:**  Date for your diaries:  **Thursday 13th June 2019 at 5pm** |  |  |