

**Patient Participation Group Meeting
Winshill Medical Centre
Minutes – 7st January 2016 @ 10.30am**

1 Attendance & Apologies

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| Attendance | Patients | Kerry Adams (Chair) Rachel Gibbs (Secretary) | Alan Porter Irene Boraham |
| | Practice | Amy Carter, Practice Manager | |
| Apologies | Patients | Kim Smith Pauline Porter | |
| No Apologies received | | Pete Hubbard | John Scattergood |

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| 2. | <p><u>Minutes 1st October and Matters arising</u></p> <p>Outstanding matters :</p> <p>Newsletter : Not completed yet as KA has problems with her laptop and cannot email or print out newsletter. AC advised can use the spare computer in the meeting room if problems persists.</p> <p><u>Item 4 – MacMillan Coffee Morning.</u> KA reported that the MacMillan morning raised £153. AP suggested better promotion next time and to consider bunting outside to entice people in as it was felt that those targeted were those attending the surgery.</p> <p>Irene prepared posters and distributed leaflets locally.</p> <p>AC suggested that promoting any event, she could send out a general text message to all those registered via the Mjog service.</p> <p><u>Item 3 – Christmas Campaign.</u> Unfortunately the patient group did not organise a campaign this year. However, AC reported that the staff at the medical centre donated food parcels instead of buying cards which were dropped into the Resource Centre as part of the campaign Kim runs.</p> <p>Minutes Agreed.</p> | KA |
| 3. | <p><u>Update on EPS</u></p> <p>AC reported that this has now been implemented smoothly. All staff had been trained and she explained the procedure and that it provides an audit trail from when the prescription is requested by the patient to when it has been issued/collected by the Patient, and the prescription can be traced at every step so no more lost prescriptions.</p> | |

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| | <p>Not a mandatory requirement, but an opt out, although some medications cannot be handled in this way and remains on the old paper system.</p> <p>Allows patient to change pharmacy on temporary basis – if on holiday and require prescription – or on a permanent basis.</p> <p>Discussion around emergency prescription procedure if you run out of medication over weekend or bank holiday.</p> | |
| 4 | <p><u>Suggestions for AGM</u></p> <p>It was generally agreed that a speaker worked well last year and that we will try to book another speaker for this year.</p> <p>AC suggested promoting patient online, as this is a particular push from central government, and possibly Dementia as again this is hot topic at the moment. It's about impact and support for relatives and friends of dementia patients, what to look out for and the stages of dementia, as well as what is available for the patient themselves. AC has contacts for both suggested topics and agreed to make contact to discuss if they would be happy to attend. AC to update RG.</p> <p>Suggested possible date 5th April (Wednesday) or 8th April (Saturday).</p> <p>As Chair, KA agreed to write the annual reports this year.</p> | <p>AC/RG</p> <p>KA</p> |
| 5. | <p><u>Ideas for Activities 2017</u></p> <p>Suggested more coffee mornings. Noted more national campaigns are promoting use of coffee mornings to raise awareness / funds. Time to talk is a national campaign on dealing with depression and mental illnesses and they are organising a coffee morning May. RG to provide information.</p> <p>AP suggested running campaign similar to that at Burton Albion promoting prostate cancer and encouraging men to come along for a blood test.</p> | <p>RG</p> |
| 6. | <p><u>CQC Visit</u></p> <p>AC updated the group on the visit. Reported that the score for the medical centre was good and that the report is now available on the medical centre's website via the link.</p> <p>Posters have now been displayed in the surgery advising of the rating.</p> <p>Can visit anytime, although expected every 3-5 years.</p> | |

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| 7. | <p><u>Breast Screening</u></p> <p>Although no statistics are available yet, it was felt that the overall take up of women attending their screenings was an improvement on previous years. AC will contact Gina for results to hopefully feed back at the groups next meeting.</p> | AC |
| 6 | <p><u>AOB</u></p> <p>Discussion around grants and funding available for purchase of BP machine. Agreed that we would try and access funding again, as it is the end of the year and some may have funds that need spending.</p> <p>We may have missed ESBC as the cut off for 2017/18 allocations was December. Parish would not provide funding as already applied. County Councillor Connor Wileman may have funding and agreed to contact him. Also may be able to apply to Trent and Dove. Discussed lottery funding – agreed that KS is the best person to advise on the lottery funding available as she has been successful securing lots of funding for community projects. RG to raise with KS.</p> <p>Discussed general fund raising the Group could undertake and agreed that as the group does not hold a bank account we would not be able to pursue this due to the requirements for cash handling.</p> | RG |
| 7 | <p><u>Future meeting times and dates etc.</u></p> <p>The next meeting will be held on</p> <p style="padding-left: 40px;">AGM To be confirmed.</p> <p>Then</p> <p style="padding-left: 40px;">2017 Saturday 1st July, 10.30am @ Winshill Medical Centre</p> <p style="padding-left: 80px;">Saturday 7th October, 10.30am @ Winshill Medical Centre</p> <p style="padding-left: 40px;">2018 Saturday 6th January, 10.30am @ Winshill Medical Centre</p> | |