Seldon Medical Centre

PPG meeting

30th April 2015

Present

Practice Manager Hazel Donaldson

PA to PM+ GPs Louise James

List of patient members available

(Not published for reason of confidentiality)

Agenda

1. New staff

Hazel introduced herself and spoke for sometime on the change /challenges of the practice in recent months – now resolved.

Lichelle (picture not on board)

New HCA who takes bloods, performs spirometry (for respiratory function) and NHS wellness checks on patients over 40 – 74 years

2. New touch system

For booking in – also reminds patients re flu jabs and feedback facility

Long discussion re: Drs appts again! / Working full capacity for appts

3. Open hours

Now from 8am this was decided as fair to all patients to avoid pts queuing and being able to book before 8am – when the doors were open earlier.

4. Family and friends test

4 stars awarded out of 5

Please see last minutes of 12/11/14 re: explanation

Hazel (PM) discussed this in some detail VERY encouraging.

5. (Prime ministers challenge fund)

Drs / fellow practice teams put forward and have been successfully accepted for additional funds to fund a pilot scheme for 9 months. This will give additional apt times over 3 sites in west Sussex (Worthing, Shoreham, Lancing)

Possible site Seldon Medical Centre

It is to accommodate pre bookable overflow facility (not walk in) and is to reduce pressure on A+E department in the hospital.

There were discussions about this. Further details to follow and be confirmed.

PPG moving forward

Hazel (PM) spoke at the opening of the meeting and at this point the role of the PPG

PR referred back to the meeting in October 2014, which PR and SB attended (see last minutes Nov 14) and were still keen to bring local surgeries together.

SB said there had only been one reply via email to her.

PR spoke of role of charities and publicizing their events i.e.

Non Smoking / MS Society UK

Hazel (PM) spoke to Worthing Medical Centre

Open day in June 2015 PR and SB keen to attend. Date time to be confirmed by email

SB bought booklet from another area PPG to show what can be achieved.

Ideas for a prospective group in Worthing area to encourage include all surgeries

6.

Taking minutes in future is responsibility of the group

This time;

PR writes the minutes

SB Types and email

R Proof read

It was agreed that SB could have all groups’ emails for this purpose

NB

PR will not be at the next meeting - apology

AOB

Hazel (PM)

1. Spoke of the need of a young mum for a steering group. One of the members (initial G) has volunteered and LJ will forward details to steering group.

2. One participant bought an article Re: DNR (do not resuscitate) from a national paper

Hazel (PM) was not aware of this article. It is noted in the minutes as one of concern.

3. PR asked re: information for registered charities re: seminars Hazel (PM) said ‘ she received 20 or 50 a day and does not have time.

4. PPG notice board needed. Action to be taken

5. PR spoke to group members taking responsibility for leaflets and that if members had the job of leaflets they would wear an identity badge to let patients know who they were.

6. Hazel (PM)

Some surgeries have PPG members in surgery time to answer questions if needed. Confidentiality mentioned.

7. Some pts have difficulty with the 7-day rule for prescribing items that take 14 days to order. LJ spoke to member.

8. Hazel (PM)

Has offered the waiting area for any future meetings the group may like to arrange excluding Tuesdays for talks / health promotion.

Meeting closed at 8.25pm

Date of next meeting

Thursday 25th June 2015

@ Seldon Medical Centre