

Patient Participation Group Meeting
8 December 2011
at Manor House Surgery
Glossop

Present (AL)- Chairperson
(AB) (BS),(CW) (GA)
(JA) (JO) (PM) (VM)
(VJ)
Apologies (AH), (SM) (JR)

Item 1 Matters Arising from last meeting

SM was to report back from the Partners Meeting, this will be covered later in this meeting by AB.

Patient Survey Comments AB reported to be commented on later in this meeting.

Item 2 Appointment of Treasure

After some discussion JA agreed to take on this role, the signatories to the account would be two from the three stated below

AL Chairperson

JA Treasurer

VM Secretary

the contact address for the above persons, Manor House Surgery, Manor Street, Glossop.

The meeting then authorised JA to set up a New Bank Account for and on behalf of the PPG, Manor House, Glossop and Hadfield.

The present situation is there is £19. held, also £40 has been spent on text books to enable the Living Life to the Full course to proceed. There would also be other running costs which need to be dealt with.

ACTION AB was asked to address the Partners Meeting to ask for an actual amount of working finance AB to report back with an amount which can then be transferred to the PPG Bank Account.

Item 3 Medical Records / Access

This is still an important issue. To support patients to be involved in understanding their own health issues better and to help any patients who wish to know more about accessing their records and the information the records provide. It is also hoped that it would ease the workload for staff at Manor House Surgeries.

The Plan is- develop the paperwork

– Create posters and Flyers for publicity

– Allow the forms to be downloaded from the website

– In 2012 arrange a Promotion Month on Access to Medical Records

ACTION AB to take the plan to the Partner's Meeting for agreement.

ACTION JA to progress this with JR (IT Manager) after the partners have agreed the plans.

ACTION ALL thought to be given to how mobile telephone numbers, email addresses and access to the internet information can be achieved.

Item 4 Living Life to the Full

AL has purchased the text books to enable this course to begin, this will be in the form of group discussion and self help. The date for this to commence will be the end of January and will be held on a Thursday. It is hoped that accommodation can be found for afternoon at Hadfield Surgery.

ACTION AB to look into the availability of accommodation.

ACTION AL to begin the course.

Item 5 Letter to the Care Homes

In general the meeting accepted the letter with the addition that it would be sent from the Doctors as well as the PPG. The next step would then be to meet with the Care Home Managers in the early part of the new year.

ACTION BS will make the amendment and forward to VM.

Letters asking that children have the immunisation / MMR.

These were agreed by the meeting and will now state the child's name,

ACTION AB will take the letters to the next Partners Meeting for approval.

Letter to the Chemists.

This was thought to be an important link in helping patients to understand the costs and dangers of unused drugs.

ACTION VM to place on the January Agenda and arrange a date to meet with the Chemist Managers.

Item 6 Newsletter

AL has offered to proof read this and other documents from the PPG.

The newsletter will be available for January together with an article on unused prescription drugs that has appeared in the Independent Newspaper.

ACTION VM will pass the Newsletter and the attachment to AB to copy for the Hadfield and Glossop Surgeries.

Item 7 Post Operative Support Group

AH is unable to attend this meeting so this item will be transferred to the January Meeting.

ACTION VM to place on the January Agenda.

Item 8 Feedback from Partners Meeting

The TV system at Hadfield, Joanne will contact PM for the "ticker tape" system information. JA had information that the Life Channel was the provider and information could be added locally.

It was suggested that a Generic message be sent to the Chemist (Auto Prescriptions) and the Chemist will attach it to the made up prescriptions. This was thought to be a positive way forward and the meeting asked that the message could be written by a Doctor to state the cost of drugs and the dangers of stockpiling, as they would have a better understanding of this.

ACTION AB to ask that this is done.

Surgery Involvement, at Glossop - the Partners wish to retain the pictures on the wall, they agree that the notice boards be moved, the children's area in the Main Waiting Room would need to stay. JO was to be the main person to take care of the Glossop Surgery VM will help on this.

Surgery Involvement at Hadfield - this is going well and is now being cared for by AL GA and JA.

Fund-raising this was discussed by the meeting and at the moment there is little opportunity to carry this forward. The group is small and have committed to important tasks to help patients and the Surgeries. At this time the meeting did not feel that this is the role of the PPG. There will be funding for the Patient Investment but this will only be received after targets have been met.

ACTION AB will send the information on targets so the PPG have a better insight into the funding issues.

Informal Meetings - it will not be possible to meet at Glossop for informal meetings as the space is all taken, there are plans being formulated to extend but nothing sure as yet.

VJ pointed out that there are some groups in the community which may not be

represented on our PPG and we must try to encourage everyone to be part of the informed group, we should aim for a Mixed Structure within the group.

ACTION ALL to be aware of this need and seek to encourage other patients.

Item 9 Matters arising from the Patients Survey

AB stated that this information was not yet available.

ACTION AB to send this out when available.

Item 10 Dates for 2012

The meetings generally would be on Tuesday afternoon in Hadfield and Tuesday Evening in Glossop.

Informal Meetings on Mondays in Hadfield and alternating with meetings in Glossop at a venue to be arranged.

ACTION VM to produce a diary of meetings as soon as AB has confirmed availability.

Item 11 Any other Business

a) JO had been approached by a patient who was concerned that they had received a letter asking for information which included ethnic background and did not see the reason why. VJ explained that information is needed for the Health Authority & PCT and the Surgery is working constantly to collect this data to keep it and other basic patient information updated, and also for Research and Education Purposes.

b) BS has the name of a person who wishes to join the PPG and will invite them to the January Meeting.

c) AL will look up information of Partnership Trust by Dr Anand from Hyde and report on this at the next meeting.

Meeting ended at 8.30pm.

JANUARY MEETING DATE TO BE ARRANGED

Post Meeting

VM asked AB why there had been a note on her Medical Records in the 'Record by Date Order' Patient Participation Group Member

AB stated that this was to enable the Surgery to prove the membership of the Patient Participation Group, as this was one of the targets.

AB has said that a copy of the Targets will be sent to the Group
