

Minster Medical Practice Patient Participation Group (PPG)

Minutes of meeting held on Thursday 23rd March 2016

Present

Russell Pond - Chairman RP

Minute taker BM

SW

MB

SD

CS

JG

MM

Jo Downes - Practice Manager JD

Kevin Gibson - Communication and Engagement Manager, Lincolnshire West CCG (Clinical Commissioning Group)

PK - Visitor (previous PPG Chair at practice in LWCCG area)

Minutes of last Meeting

Minutes of last meeting accepted as a true record of events.

Matters Arising

JD – notice board in waiting room behind the check-in screen now available for PPG use only.

RP – letter printed in Echo thanks to the CCG.

Car Park – JD had hoped signs would be up by now she will enquire with practice next door.

PK

PK had been asked by RP to speak to the meeting about his experiences of starting and being part of a PPG. He had been Chairman of a local PPG which was started in 2008, when at first people were keen to join but unable to give the commitment required. Membership of the Committee ideally should be from all age groups, both genders with varied expertise. The first meeting laid down key rules, including a Constitution.

1. Not a forum for dealing with complaints.
2. Fund Raising – coffee morning run at Saturday flu jab sessions with a donations pot; Stall at local school sports day; baby blanket; Grants available.
3. Difficulty in recruiting – required publicity – given funding to produce a banner.
4. Dedicated notice board within the surgery waiting room.
5. Regular quarterly Newsletter to impart pertinent information to patients which included alerts to other organisations e.g. PALS. Information and guidance from medical staff as to what to put in the Newsletter. As a Community magazine was printed in the area the Newsletter went out with that and was delivered by the local Scout group. Also left in the local library, pharmacy, community centre as well as the surgery reception. After 18 months feedback and suggestions were requested in the Newsletter.
6. Produced information packs for the disabled.
7. CCG gave support and feedback as to the strengths/weaknesses of the group.
8. Joined National Association of Patient Participation Groups (NAPP).
9. To be successful needs a team effort with support of all the Practice team.

Kevin Gibson

Clinical Commissioning Groups replaced Primary Care Trusts. There are 4 CCGs in Lincolnshire, West – Lincoln/Gainsborough, East – Boston/Skegness, South – Spalding, South West – Grantham. We are in the West CCG where there are 37 GP practices. The budget comes from NHS England and is to pay for Acute Care, Mental Health and Prescribing. The CCG commissions Providers to provide the services required.

New initiative made up of both health and social care providers called “Lincolnshire Health and Care”. Aim is to within 5 years transform services in the community. There is to be a Consultation later in the year about care within Lincolnshire, to hear the options being considered.

CS - what proportion of money is going into publicity for this initiative and Consultation, which could be used for patients/clients? Kevin did not know, would find out and reply.

1. Fund Raising – suggested attending health awareness events in the local community and for £10-20 to the organisations/providers, may have a stall at these functions.
2. Direction of group – Patient Engagement Group to network with other PPGs.
3. Link through the CCG to the Governing body of commissioning healthcare in Lincolnshire.
4. Suggest contacting other patient groups/forums e.g. PPG at United Lincolnshire Hospitals and attend Provider meetings.

5. There are on-line forums for PPGs – Practice Index. The national PPG group through “myPPg” website. Annual fee of £125.00 to join the forum, upload documents and join online discussions.
6. The CCG is in the process of identifying what “assets” the healthcare community has. Voluntary organisations, the unsung heroes, doing a lot of work in the community alongside public health and the city council. Aim to utilise these “assets” to help patients.
7. Publicity – CCG has a Newsletter which we could access – will be quarterly.
8. Suggested networking by enrolling on the bi-monthly PPG CCG on line forum.
9. CCG hold regular stakeholder events.
10. KG will send calendar of events to our PPG.
11. NAPP – is a resource to utilise.

SD – suggested a second hand book stall be placed in the waiting room to raise funds and investigate making twiddle muffs for dementia patients.

Kevin Gibson left the meeting.

NAPP Membership

JD to email everyone with the log-in and password required to access the site.

Chairman’s Correspondence

RP wrote to the Priest at Our Lady of Lincoln Roman Catholic Church regarding the parking of cars on church business using the Practice car-park. He had received an extremely sympathetic reply and the Priest is going to try and stop parishioners miss-using the Practice car-park.

A reply had been received from the council regarding the question of traffic lights at the Cabourne Ave./Nettleham Road junction. There is no plan to change the junction. The junction and the flow of traffic through it do not fit the criteria for traffic lights. The Committee asked RP to write to the council for further clarification.

Practice Update

JD – By the end of March all practices have to make their medical records accessible on line. Patients will be able to see code records only not the notes made. To be able to do this patients have to ask for and complete a consent form and the Doctor has to be in agreement. There will be Proxy access for parents of children under 11. The elderly and/or frail patients will have to give consent for a third person to access the records.

Any Other Business

Survey - Poster to go in the library.

JD to email RP with the final draft of the survey.

Patients to be able to obtain on-line and in the surgery.

NAPP Week 6-11th June 2016

Suggestion that each day of this week in June 2 members of our committee are in the surgery for 1 hour of the day to raise awareness of our group and the work of a PPG. Different times on different days to hopefully enable contact with as many patients as possible.

SD to review use of a tidy, accessible leaflet stand.

Meeting closed.

Date of next meeting Tuesday 26th April at 1330.