

**PATIENT PARTICIPATION STEERING GROUP
MINUTES OF MEETING HELD ON MONDAY, 5th MARCH 2012**

PRESENT:

Dr K Stoodley, Val Johnson, Mr A Cox, Mrs L Hague, Mrs S Waplington, Mrs E Krygier, Mrs H Daughtrey, Mrs M McDonald, Mr M Tooker, Mrs K Bradbury, Mr G Scott.

APOLOGIES:

Mrs G Jessop, Miss C Krygier.

MINUTES OF LAST MEETING

The Minutes of the last meeting were read and approved.

MATTERS ARISING

LOCALITY MEETING FOR PPG MEMBERS

Val distributed the Agenda to those members due to attend the meeting on Tuesday, 13th March. She pointed out that the venue had changed from the B2Net to The Grange Medical Centre at Grangewood.

ELECTION OF OFFICERS

Mr Tony Cox kindly offered his services as the Chairman of the Group. He was nominated unopposed and Dr Stoodley invited him to take over as Chair. Following some discussion, Lesley Hague volunteered to become Secretary.

The Chairman asked for some information on why the group had been set up and Dr Stoodley gave the group some background information. Val to supply Tony with an Information Leaflet and PPG website details.

TELEPHONES

The telephone system was discussed and the group were informed that the contract with NEG is due to expire in June 2013 (7 year contract). Val had been meeting with other telecoms suppliers to prepare a shortlist for a new system. We will be planning to return to an 01246 number when the contract expires.

ACCESS

We then discussed how appointments are made available and it was explained that a third are available on the day, a third can be booked for the following day and a third can be booked 10 days in advance. The group were not aware of this. Access will be on the agenda for the next meeting and Val will prepare some information.

COMMUNICATION

It was agreed that improving communication to patients would be our priority for the next few months. A Steering Group has been established and the following members volunteered to take this project forward – Tony Cox, Lesley Hague, Melvin Tooker and Sybil Waplington. They will meet on Monday, 12th March.

Val to supply past Newsletters and patient leaflet.

The group to look at notice boards and areas within the practice where displays can be improved.

Try to establish links with younger patients via Health Visitors, Midwife, Face Book or Twitter.

Networking at Locality Meeting on 13th March – how other PPGs work.

District Nurses to have a supply of Newsletters for Housebound patients.

Display Newsletters etc. in local chemists.

SUMMARY CARE RECORD

Val informed the group that she had attended a training session on the SCR. The SCR is an electronic patient summary containing key clinical information – Allergies, Reactions, Medication (Repeat, Acute and Discontinued Repeats). All patients 15 years and 6 months or over, living in Derbyshire should receive a letter, an information leaflet and an opt out form week commencing 5th March 2012. The SCR will be accessible by authorised healthcare staff treating patients in urgent or emergency settings. Patients have 12 weeks initially to make up their mind whether they want to opt out of the SCR. We are not sure yet when the system will go live – but it may not be until 2013. Further information is available on 0300 123 3020 or www.nhscarerecords.nhs.uk.

DATE OF NEXT MEETING

The next meeting will be held on Monday, 21st May at 1.30pm at the Surgery.