

<h1>St Peters Surgery Patient Focus Group.</h1>		Date Thursday 20 th Oct 2011.	
		Time 6.30pm.	
		St Peters Surgery	
Facilitator:	Margaret Seager(Practice Manager	Note taker: Jan Brandrick	
Attendees:	J. Watler. S. Burrows.A. Walkenden.M. Bridges.T. Cheeseman.J. Brandrick.J. Sterndale.R&H Coles.J.Miller Apologies B. Cheeseman.D.Shaw.		
Please read:			
Please bring:			
<h2>Meeting Minutes.</h2>			
Agenda item:	General Practice Assesement Questionnaire.	Presenter:	M. Seager
Discussion:	A copy of the GPAQ was passed around the group for their comments and consideration.		
Conclusions:	It was was agreed that this questionnaire was comprehensive and covered all areas for imrovements for best practice.		
Action items		Person responsible	Deadline
To be given out to patients via surgery staff.		Practice Manager.	
Agenda item:	.Patient Participation Direct Enhanced Service.	Presenter:	M. Seager
Discussion:	To look at how the group can achieve the best results to continue to improve services within the practice. Open this to all ages and ranges of skills. How to structure this for future meetings. To work to the Aims and Objectives of the group. (Draft copy available)		
Conclusions:	To maintain a "rolling chairperson" for each meeting, and to liaise with practice manager for the following meeting. To agree an agenda, and discuss any issues that may have been raised by patients or staff following the last meeting.		
Action items		Person responsible	Deadline
J. Sterndale (Rolling Chairperson for the meeting in January) to liaise with Practice Manager.		J. Sterndale. M. Seager.	

Agenda item:	Winter Warmth Project.	Presenter:	M. Seager
Discussion:	<p>This project is lead by the Local Council along side the Health Care Trust.</p> <p>The project is to look at heating/ insulation etc. Nurses are already proactive in this area and on the 26th October a representative Mike Bundy will be present in the surgery to offer advice on the project.. Advice is also available at the flu clinic for help, and how to obtain the necessary phone numbers for any further information.</p>		
Conclusions:	<p>This advice and information to be ongoing / from staff or a member of the Patient Reference Group who will be happy to help.</p>		
Action items		Person responsible	Deadline
Ongoing.		Nurses. Practice Manager Admin Staff PRG.	
Agenda item:	Practice Premise.	Presenter:	M. Seager
Discussion:	<p>Due to the high number of patients and the limitations of a small building for the surgery at the present time, we discussed how the group could be pro-active in looking for suitable sites with a possibility of moving the surgery to remain within the St Peters area.</p>		
Conclusions	<p>Several suggestions were made by members of the group and the practice manager will look into these. This would also need to have good parking facilities as often the road becomes very congested with surgery traffic, especially at peak surgery times.</p>		
Action items		Person responsible	Deadline
Ongoing investigations from the P.R Group to liaise back to Practice Manager.		P.R.Group. Practice Manager.	
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline

Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			

Conclusions:			
Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			
Conclusions:			

Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline

Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			

Conclusions:			
Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline

Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline
Agenda item:		Presenter:	
Discussion:			
Conclusions:			
Action items		Person responsible	Deadline

Other Information

A.O.B.

To communicate with LINK for advice and guidance to maintain the aims and objectives of the group.
At next meeting to elect a "rolling Chairperson for the following meeting.

Resources:

Next Meeting

Thursday January 19th 2012 at 6.30pm
at St Peters Surgery.