

St Peters Surgery Patient Focus Group	
Date: <u>THURSDAY 8TH AUGUST 2013</u>	Time: 6.30pm
Venue: St Peters Surgery	
Chairperson M Seager	Note taker: J Brandrick
Attendees: T/B Cheeseman S. Proctor. J. Sterndale. A.Walkiden New member Emma Carlton. M. Seager (Practice Manager)	
Apologies: D. Shaw L. Williams. B McGeorge	
Meeting Notes	
<u>Agenda item: RECORD OF LAST MINS APPROVED.</u>	
<p>Certain notices and boards have been removed from waiting room walls and area tidied. Discussion over 111 service; this is being monitored by the surgery. A/E attendances also being monitored. Possible GP service for A&E department ongoing discussion with CCG. Staff and GP Training dates. Next session Sept 16th 2013. New member Emma Carlton welcomed to the group.</p>	
Conclusion:	
Actions:	
Some items for further discussion at next meeting	
Person Responsible: PFG.	
Dead line :	
<u>Agenda item: Practice Leaflet.</u>	
Discussion: The practice report for the surgery dated July 2013 was distributed amongst group member for open discussion.	
<p>Conclusion: It was felt that the report could be précised down, Seth and Margaret to work together on this. Discussion on the following areas. Extended hours at the surgery. Online appointments Emergency appointments. Appointments are kept at both am/pm surgery hours.</p>	
Actions: Seth and Margaret to consider best practice for surgery report.	
Person As above.	
Dead line To bring to next meeting.	
<u>Agenda item: Patient Questionnaire GPAQ SURVEY</u>	
To discuss the GPAQ agreement for distribution and how many to distributed to patients. Agreement reached for 50 questionnaires for each GP to be completed.	
<p>Conclusion – GPAQ Questionnaire agreed and for distribution Members asked if they could help with distribution during surgery hours, also this would help in outlining the role of the PFG It was also felt by the group that the main concern for patients would be the waiting time to see GP.</p>	
Actions As above	

Person Responsible Margaret Seager and PFG
Dead line: September 2013. To collate the results/ information and bring to next meeting.
<u>Agenda item: NEXT TWO YEAR ACTION PLAN</u>
Conclusion: To discuss the GPAQ patient questionnaire results on its completion and formulate an action plan at the next meeting.
Person Responsible M. Seager. PFG .GP's..
Dead line
<u>Agenda item PFG ROTA FOR WAITING ROOM AND FREQUENCY</u>
Discussion : Members were asked if they would be prepared to offer time to be part of this new venture.
Conclusion: At this present time only two members have given times and days to start the rota.
Actions
Person Responsible: Jan Brandrick (To report back on this from time spent in the Surgery, outlining briefly what the PFG represents during GPAQ distribution.)
Dead line
<u>Agenda item: PFG INDEPENDENCE</u>
Conclusion: This to be discussed fully at the next meeting, when hopefully we have a greater number of members attending meeting.
Actions
Person Responsible
Dead line
<u>Agenda item AOB</u>
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Conclusion: A new member Emma Carlton was welcomed into the group and introduced to other member of the group.
Actions
Person Responsible
Dead line
<u>Agenda item: Next Meeting.</u> <u>The next PFG meeting is on Thursday November 21st at 6.30pm in surgery.</u> <u>Seth Proctor to chair.</u>