

**Darley Dale Medical Centre**

**Patient Participation Group**

**Minutes of the meeting held on: Tuesday 4th July 2017**

**List of attendees:-**

Dr Ed Oakley Gwendolyn Green

Melissa Smith (Practice Co-ordinator) Robert Hilton

Iris Wagstaffe

Shirley Davison

**Apologies:** Tildy Flitcroft, Ann Griffin, Heather Foot, Jackie Lightbody, Norman Rimmell, Jason Atkin, Rosemarie Barber

**Agenda Items**

**Open Day – New Surgery**

Dr Oakley confirmed that the partnership would be happy to hold an open day on completion of the new surgery building. He then went on to explain that the current estimated start date for the building is September 2017.

**Extended Access 6.30pm – 8pm**

Dr Oakey explained that Darley Dale Medical Centre have grouped with Imperial Road Surgery to submit a bid to NDCCG to cover the 8-8 working hours as stipulated in the government manifesto. He informed the group that Imperial Road would be responsible for providing the extended hours on a Monday and Tuesday, that Darley Dale would provide the extended hours on a Wednesday and Thursday, and that Imperial Road and Darley Dale would alternate proving the hours on a Friday. Below is the draft schedule for the provision of this service:

|  |  |
| --- | --- |
| **Table 1:** | **Draft Schedule**  **Provision of Extended Access** **Service: Evenings** |
|  | 25 hours (30 mins/1,000 patients) – from 1 April 2018 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Clinician** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** |
| **Practice** | **IRS** | **IRS** | **DDMC** | **DDMC** | **Rota** |
| **Session time** | 1.5 | 1.5 | 1.5 | 1.5 | 1.5 |
| **GP** | 🗸 | 🗸 | 🗸 | 🗸 | 🗸 |
| **Nurse** | 🗸 | 🗸 | 🗸 | 🗸 |  |
| **ECT**\* | 🗸 | 🗸 | 🗸 | 🗸 |  |
| **HCA** | 🗸 | 🗸 | 🗸 | 🗸 |  |
| **Clinical Hours** | **6** | **6** | **6** | **6** | **1.5** |

\* ECT (extended clinical team): Physiotherapy; Pharmacy; Chiropody

**Patient Letters – Missing / Delayed**

NHS shared business services has recently been taken over by to PCSE (Primary Care Support England) and there was found to be a high number of patient related documents not shared with GP surgeries in the correct timescale. He confirmed that Darley Dale Medical Centre had been affected by this, having received 426 documents which were previously missing or delayed. These documents were reviewed by our GPs within a week of receipt, and no cases of significant harm to patients were identified.

**Later Life in the UK Report**

A member of the PPG suggested that this report may be interesting to other members of the group. A copy of this report is available on request.

**Minute Taker / News From PPG**

Melissa Smith asked the group for volunteers to collate minutes or newsworthy articles during future meetings. These would be used to advertise the PPG both in the waiting room and on the surgery website and social media profiles. The group agreed to give this some thought and to discuss again at the next scheduled meeting.

**AOB**

Dr Oakley described the recent changes within the management team of Darley Dale Medical Centre: Tracey Sigsworth, previous Practice Manager no longer works for the organisation, new Strategic Business Manager, Michael Parker, recruited who is supported by Melissa Smith, Practice Co-ordinator, and Jasmine Allen, Business Support.