THE MATHEWS PRACTICE

PATIENT PARTICIPATION GROUP

Minutes of the meeting held on 14 May 2018

Present: Five members attended the meeting.

Apologies: There were three apologies for absence.

1 Welcome new members

A member of the PPG was no longer able to attend meetings and asked if she could be sent the information and reply/comment/feedback by email. The Assistant Practice Manager agreed to this and would ensure that she was included on the mailing lists.

2 Review of previous minutes

The minutes of the meeting held on 27 April 2018 were approved as a correct record. It was noted that the previous minutes were now on the Practice website.

3 Updates from the Practice

3.1 Progress on Carers Week Event

It was reported that there would be a dedicated Open Day at both sites to promote awareness of Carers Week. Monday 11 June 2018 9.00am - 17.00pm at Belgrave, and Tuesday 12 June 2018 at 9.00 - 17.00pm at White Lane.

The Assistant Practice Manager circulated a Poster to publicise the Open Days. Members were very happy with the Poster. It was agreed that 3 members of the PPG (who attended White Lane) would ask local Chemists, Libraries, Retailers, Community Centres, Churches, Dental Practices, and Opticians if they would display the Posters. They would also put the Poster on the White Lane Practice Notice Boards. The Assistant Practice Manager agreed to do the same in the vicinity of Belgrave and also ask the local Mosque and local Advice Centre.

3.2 PPG Posters

Two Posters inviting patients to join the PPG and giving the dates of the meetings were circulated for members to consider. Members gave their preferences. The Assistant Practice Managers would prepare the final versions.

3.3 Patient Survey

PPG members were thanked for encouraging patients to complete the patient surveys in the waiting rooms. Members had been twice to both sites. The Assistant Practice Manager would analyse the results for discussion at the next meeting.

3.4 Practice Leaflet

The Leaflet was with the GP Partners and the Practice Manager for final approval.

3.5 CQC Inspection

The Practice still had not received the CQC Inspection Report.

3.6 Sheffield Save our NHS

A member of the above group asked if PPG members would support their campaign. Most members had already signed the petitions. It was agreed that a poster showing the Groups website would be put in the Practice waiting rooms. This information would be obtained from the Group.

4 Discussion/Presentation about Carers Week

The aim of Carers Week was to promote the awareness of services available, offer carers assessment, offer referrals to the Sheffield Carers Centre, particularly for new carers, provide Carers Packs as not all the services would be there all day, encourage new and existing carers to attend and encourage patients to tell others.

The Practice would provide water and fruit juice, offer free health checks for Carers and the possibility of offering free hand massage would be pursued.

5 Date of next meeting

Monday 4th June 2018, 5.00pm, at Belgrave. To prepare for the Carers Open Days, receive the Survey results and discuss an action plan. (This meeting was rearranged for 2 July 2018).