**PATIENT PARTICIPATION GROUP MEETING**

**BUDBROOKE MEDICAL CENTRE**

**Minutes – Oct 2018**

**Attendees:** Sarah Davies

Philip Dix – Budbrooke PPG Chairman & SWPPG Budbrooke Representative

Pauline Legg

Janet Davis

Ken Hope

Gavin Clezy

**Apologies:** Dr Henry White

Chloe Davies

Caroline Ingall-Tombs

Ernest Petrie

Patricia Carpenter

Julie Brown (Minutes)

1. **Welcome by PPG Chairman (Phill)**

* PD welcomed everyone to the meeting and apologised for the late cancellation of the Sept meeting.
* PD asked to check we have the correct attendance list in the agenda. This has now been refined and the above list is what we feel is the most up to date. People are asked to double check the list and highlight any corrections needed.
* A new member has asked to join the group Maria Fennell and this was agreed by the group.
* We agreed that we would have another push for new members and as such members of the group would try and ask people to consider joining the group whenever the opportunity arises PPG members to attend the Saturday flu clinic to meet patients.

1. **Minutes and Actions from last meeting**

* Approve Minutes from last Meeting (Phill)
* The minutes could not be approved at the meting as they had not yet been distributed to the group. PD agreed to distribute after the meeting. Post meeting note – Done.
* Traffic Awareness Update (Phill)
* The chair of Budbrooke PC (Mike Dutton) was due to attend the cancelled Sept meeting and then discuss the issues with PD/SD. They will be invited to the Nov meeting instead. Post meeting note – Done and accepted meeting invite.
* Communication Project with Ben Evans (Sarah)
* Work has been undertaken on this and will continue but is hampered by issues with EMIS (e.g. not being able to send appointment confirmations via text. Consequently ‘do not shows’ have increased.
* Carers Trust and Carers Notice Board Update (Sarah)
* Complete.
* Young Persons Engagement Plan Update (Pauline)
* Complete for the moment, but regular meetings will be held in the future.

1. **Surgery updates (Sarah)**

* Staff Update
* Three new staff members recruited
  + Dispensary lead – Kelly Traynor
  + Dispensary and Senior Patient Coordinator – Claire James
  + Temporary Patient Coordinator – Sarah Malpas
* Section 106 application by CCG Update
* SWCCG have sent a Primary Care application for funding against the first of 3 housing projects in the local area. Of course this is not a guarantee of funding and as such Budbrooke MC will need to continue discussions with the CCG about being allocated some funds.
* Open Door Café Update
* Budbrooke will be looking to expand its social prescribing, working with the open door. In conjunction with this an area of the café is going to be used by the surgery for staff members over the lunch period due to the expansion of the administration area, limiting staff access to a staff room.
* Flu Clinic Update
* The flu vaccinations have been spilt into three cohorts this year;
  + Under 18’s – Nasal flu vaccination
  + 18-65 yrs – Sanofi Quad flu vaccination
  + 65yrs + - Seqirus Tri flu vaccination

During the flu programme patients can also book in for Pneumococcal and Shingles vaccinations. We have plenty of Nasal and Sanofi Vaccinations in stock but we do not have another delivery of Seqirus (over 65’s) until the 29th October. We have a clinic on the Saturday 3rd November. Please telephone to book your appointment or decline on enquiries so we can stop attempts to contact you.

* GP+ Update
  + There is an allocation of appointments for Budbrooke patients to use each evening and over the weekend. There are two hubs based at Waterside and Trinity Court. The clinics are held up to 8pm on a weekday and between 9am and 1pm on Sat and Sun. Please ask reception staff if you would like to book an appointment at either hubs. There are nurses, GP, ANP and Clinical Pharmacist.
* Defibrillator Options for outside Surgery Hours – Discussion
* There are now defibrillators attached to the front of both Community Centres in the Budbrooke area together with Hatton Park Village Hall, all with instructions on the number to call if it is needed
* A request was made by SD to the group to think of any additional things that the PPG could be involved in with regard to fund raising.

1. **Research** **Projects (Sarah)**
   * Budbrooke have now formed into a larger research group made up of 7 local surgeries. This is to develop the sites to attract new studies across academic and commercial sources, given patient’s new options.
2. **PPG Specific Email Address and PPG Member Feedback (Phill)**

* Are there any emails from patients to discuss?
* None
* Any issues to be raised by Group Members?
* KH raised the subject of a poor quality survey sent by the CCG with regard to ear syringing services. It was agreed not to ask people to complete the survey due to the poor quality. SD outlined the Budbrooke MC approach, over 55yrs are referred to an outside company if they are having hearing difficulties. Under 55’s are assessed at the surgery to discuss the best treatment plan.
* Next PPG Survey to be planned for when?
* This needs to be planned shortly and as such PD/SD agreed to discuss further. One additional question was agreed at this point which relates to patients perceptions as to when they are likely to use the GP+ service.

1. **Network and Rural Group Update (Sarah)**

* The network have been meeting on a regular basis and looking to standardise some of their procedures, this will be achieved by spreading expertise across the group. There are now 5 practices in the network – Warwickshire Rural GP’s

1. **Federation Update (Sarah)**

* The Federation have been concentrating on the set up of extended access. This has now been successfully set up at two hubs. We have recommended to the federation the use of more nursing appointments for our surgery as the feedback from patients, that they prefer to see their own GP and appointments at Budbrooke are easy to obtain, but would be happy to complete smears and standard procedures at the hubs.

1. **3PG Meeting (Phill)**

* PD reiterated that he will continue to send information from the 3PG out to the group as and when received from the 3PG.
* KH outlined the existence of a 3PG Task and Finish Group around the issues with EMIS. This group is run by the chairs of some of the PPGs and reports back to the 3PG. They have been in discussion with EMIS and a meeting is planned with EMIS for the start of Nov 2018. SD outlined the issues still being encountered by Budbrooke MC staff with regard to EMIS and agreed to send these to KH via email. Post meeting note – Done.

1. **Dates of future meetings agreed as follows:-**

Tuesday, 13th November 2018

Tuesday, 15th January 2019

Tuesday, 12th March 2019