**Dr Ahmed, Dr Mansoor, Dr Jaiswal PPG (Patient Participation Group)**

(Meeting Minutes – 15th February 2018)

***Opening:***

The meeting of the Patient Participation Group for Drs Ahmed, Mansoor and Jaiswal took place between 16:30 – 17:30 on Thursday 15th February 2018 in the patient’s community room at Newton Heath Health Centre

***Present:***

Newton Heath Health Centre: Andrea Hulme (Practice Manager)

Joanne McCullam (Assistant Practice Manager)

Dr S Ahmed (GP)

From Registered Patients: Rose, Gaynor, Margaret, Metin

The group demographic is representative of:

5 Female, 2 Male

Age Group 45 – 54yr = 3, 55 – 64yr = 1, 65 – 74yr = 2, 75 – 84yr = 1

Ethnicity: British = 5, Middle Eastern = 1, Other = 1

***Introduction Agenda***

Minutes of the previous meeting were unavailable

* **Items from Previous Meeting**
* Buzz / Bewell leaflet Margaret took to local sheltered housing

**Meeting Proper**

Item 2 – Equipment: Andrea informed the group of funding available for equipment that would benefit the practice or its’ patients. Suggestions by the group are:

* Higher chairs with arms
* Phlebotomy, this would be an ongoing cost, the practice could look at one of the receptionists taking this role on
* Health Hub which takes height and weight, B/P, pulse in reception
* Patient self-check-in system as the one currently in place has been decommissioned by IT
* Cancer awareness board

Any thoughts please inform Andrea

Item 3 – Spring Event:

The Practice Manager (Andrea) has suggested putting on an event day for patients:

A list of NHS events was presented i.e: 7.4.18 World Health Day

2.5.18 World Asthma Day

11-17.6.18 Carers Week

10.9.18 National Dementia Carers Day

The group decided to go with an Asthma event day although this would not be 2.5.18. We will carry out

* Peak Flow’s
* Lung Function Tests
* Carbon Monoxide Monitors
* Health Promotion
* We will send invites for the end of May
* We will ask Julie to contact a drug rep for promotional materials and help with the event.

Item 4 – Suggested Meeting Dates for 18/19

17.05.18

09.08.18

15.11.18

21.02.19

A future agenda item would be the National Patient Survey

ANY OTHER BUSINESS: NIL

Flu vaccination: Andrea informed the group that Practice uptake had improved. Andrea sits on the Greater Manchester Flu Group

Newsletter: To put this on the Practice website (Rose agreed to help with the Newsletter)

Befriending Service: Is there one?

Prescription Item List: Often prints out reams of paper. Andrea explained sometimes two prescriptions print out one with repeat items and one with acute items (something which the GP needs to review each time)

Fasting prior to a blood test: Margaret enquired what the correct procedure would be. Dr Ahmed informed the group to drink water before the blood test and to have breakfast after a blood test. Fasting blood tests are usually for Glucose or Cholesterol. Hba1c looks for diabetes but is not a fasting test.

At the end of the meeting the following **actions** were agreed:

* Update Website with newsletter – action Joanne
* Summer Newsletter – action Rosemary / Joanne
* Right side of prescriptions – action Andrea
* Befriending service – action Joanne
* Fasting prior to a blood test – action Andrea
* Spring event – All
* Cancer Notice board - Andrea

**Next Venue**: Patient’s community room at Newton Heath Health Centre

**Time & Date**: Thursday 17th May 2018 16.30 – 17.30 pm