**GREENGATES MEDICAL GROUP**

**COTTINGHAM MEDICAL CENTRE PATIENT PARTICIPATION GROUP**

**MEETING NOTES 05/04/18**

**Present:** Ros Jump (Chair), Pat Tomlinson, David Webster, Julia Marten, David Bright,

Ann Wordingham, Terry Brown, Susan Phillips & Mike Harness. **Staff**: Caroline Maw, Deborah Parkinson, Marian Raper, Anne Walker, Janice Waye, Pat Sands & Phil Anatas

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| 1 | The Chair welcomed everyone to the meeting. | |
| 2. | Apologies | Paul Bush, Dr Vengala & Sue Clough |
| 3. | The notes of the previous meeting had been circulated | |
| 4. | **Matters arising:**  Item 2 PPG webpage  Item 5 Day in the life of...  Item 6 Visit to Greengates PPG  Item 7 Notice Board –content/  No shows information  Item 12 terms of reference  Item 14 Auto booking service  Item 19 communications | (2)This has not been used for two years. Recommend take it down or review content.  (5)Received paper at meeting for reading and discussion at next meeting.  (6)Terry Brown agreed to be our representative at the meetings.  (7)Agreed Pat Tomlinson to redesign notice board. Changes have been made to pre and post appointment contact. Information will remain the same but PPG members asked for data analysis to clarify the nature and true extent of the problem.  (12) Chair has received revised copy and signed it at the meeting. It will be displayed on the notice board  (14)Pat S advised that more on-line slots had been added  (19)Pat S advised that new registrations now asked for additional information to aid patient communication |
| 5. | Practice representatives | The Chair welcomed the staff and asked for any information they wished to share with the meeting   1. Sister Maria Raper has been voted practice nurse of the year by patients. Congratulations were expressed by the meeting. Members asked how the competition was advertised to patients. A notice had been put up in the surgery for a couple of weeks. Members asked if, in future, these sorts of things could be displayed longer and/or conveyed electronically to patients to enable a wider number to vote. 2. Pat Tomlinson asked if the PPG could be advised of the qualifications of the Health Practitioner, Jo Cooper. 3. Pat S advised the meeting that Dr. Carradice is going on maternity leave from May and that Dr. Elliot is retiring at the end of June. Caroline Maw advised that cover arrangements had already been considered and that there would be 3 long term replacements and that Dr. Gateshill would be covering Cottingham surgeries all day Monday and Wednesday a.m. and Dr. Lavery Tuesday and Friday a.m. 4. D) Once again the absence of a partner was noted. Members asked that partner availability be ascertained and that PPG meetings would fit in with this. Pat S to follow up and advise the Chair. Caroline and/or Deborah will attend meetings from now on. 5. David W. asked for clarification of the purpose of the meetings from the Group perspective. Caroline saw it as an opportunity to bring issues about how things are managed and run for discussion and information. The Chair suggested that members visited the Beverley Terms of Reference and samples of minutes, which are on the website to get a better view of the way the PPG works. |
| 6. | GP referrals to hospital | Deferred to the next meeting to enable a presentation about social prescribing |
| 6i | Social prescribing | a) This has been part of the Groups service since 1 December 2017 as part of a pilot due to ned the end of April 2018. It is anticipated that it will continue and extend to all surgeries within the Group.  b) Any member of the clinical staff can refer a patient and to date 85 referrals have been made. At this self-referrals are not available, although it is hoped to be able to offer this in time.  c) A social referral considers anything outside of clinical practice, for example, homelessness, social care, benefit entitlements, exercise on prescription, dementia support, stop smoking, etc.  d) It is part of the Humber Foundation Trust and is free to the practice and referrals. It is seen as bridging the gap created due to the loss of funding for preventative work.  e) Members asked about the Groups policy in relation to patient care and staff highlighted its commitment to participate in all relevant trials and tests and screening opportunities and to those with long term conditions such as Diabetes and heart problems. There would not be enough clinical staff to extend beyond long term conditions to the ‘worried well’, such as those with family histories of conditions and consequent concerns.  f) Social prescribing information will be located in the practice and on the website.  g) Members were advised of a self-care expert patient programme. Leaflets are available at the surgery. |
| 7. | AOB | The Chair advised that she would be standing down after the next meeting. |
| 8. | Date of next meeting | Pat S will ascertain partner availability in July and liaise with Chair regarding the date. |

**Actions**

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| **Who** | **When** | **Action** |
| PS | Asap | PPG webpage - take it down or review content. |
| Members | DONM | A Day on the life. read and discuss at next meeting. |
| PT | asap | Redesign notice board |
| CM | DONM | No show data analysis to clarify the nature and true extent of the problem. |
| PT | DONM | PPG Terms of Reference to be displayed on the notice board |
| PS | DONM | Qualifications of Health Practitioner, Jo Cooper |
| PS & RJ | ASAP | Ascertain partner availability and agree date of next meeting |