

THE GLENFIELD SURGERY PATIENT PARTICIPATION GROUP

Minutes of meeting held 6th March at the Surgery 1:00pm

Present:

PPG: Mick Reeves (MRe) (Chairman) Dave Zanker (DZ)

Practice: Diane Alonzo (DA) Debbie Bradley (DB)
Jeanessa Leneve-Roff

Apologies for Absence:

Angela Appadoo Riz Ismael
Mina Rodgers

Action

1	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held 18th January 2018 were agreed and signed as a true record.</p>	
2	<p>Matters Arising from last meeting</p> <p>Further communication has been had with the Gazette but they still wish to make a charge for any article that we wish to publish. This was most disappointing as it seems that other community articles are published free of charge! It was decided not to pursue the matter any further.</p> <p>Mick has arranged for the Parish Council to display PPG 'Recruitment Posters' on their 12 notice boards dotted around Glenfield for the next 2 months.</p> <p>The outstanding photographs for the photo frame in the waiting room will be displayed shortly.</p> <p>Most of the items on the Architect's list have now been approved by the council. Tenders are now being sought for the supply of new equipment and services. An up to date list to be sent to the PPG.</p> <p>Concern was raised at the previous meeting that the Blood Pressure Machine in the waiting room was not being cleaned. After investigation it was found that the machine was being cleaned but that the sheet was not always being initialled by the cleaners to indicate that it had been done. An additional check has been put into the procedures to ensure that the sheet is checked daily.</p>	<p>DB</p> <p>DB</p>
3	<p>Practice staff update</p> <p>A Medical Correspondence Clerk has been recruited who will join the Practice on 12th March. The duties include ensuring that all patient correspondence received from the hospitals and other sources is correctly coded and loaded onto the patient's records.</p> <p>Richard Woods, the Extended Scope Physiotherapist, will be taking up his role in May.</p> <p>A Mental Health Nurse has been interviewed. She will be coming into the surgery on 21st March to discuss the role further. It is anticipated that GPs will refer patients to her as well as the reception staff picking up information when patients phone in to book appointments.</p>	

	<p>Dr Rizvi will be attending the surgery on the 3rd Friday of each month to carry out minor surgery. In general terms this involves the removal of lumps and bumps, such as cysts, and the giving of steroid injections.</p> <p>The Practice is recruiting 2 more apprentices. Interviews will be carried out this month.</p> <p>Dr Creana Charadva, ST1, will join the Practice on 4th April for 4 months.</p> <p>Dr Al-Taei, ST3, left at the end of February.</p> <p>Riz Ismael, Office Supervisor, was married 2 weeks ago.</p>	
4	<p>PPG update</p> <p>Sue Denham has resigned from the PPG.</p>	DA
5	<p>PPG Recruitment</p> <p>In addition to the posters on the Parish Council notice boards, posters will also be displayed in the surgery and the Glenfield Library and Co-op will also be contacted about displaying posters.</p>	MRe
6	<p>Chairs for less able patients</p> <p>Four chairs, 2 in each waiting room, has been purchased for use by patients who have difficulty getting into and out of the general waiting room chairs. The new chairs have higher seats and also have arms. Obviously any patient may use the seats when they are free, but if asked to give up the seat to a less able patient then please do so. The chairs were purchased out of a gift left to the Practice by a patient who is no longer with us. We are very grateful to the patient for thinking of the Practice.</p>	
7	<p>Matters arising from Practice weekly meeting</p> <p>None.</p>	
8	<p>Patient surveys</p> <p>As Sue Denham has resigned, Mick will finalise the survey form and agree the content of the 2 remaining surveys to be run this year with the Practice and the PPG.</p>	MRe
9	<p>Fund raising – Healing Little Hearts Charity (HLH)</p> <p>The Practice have asked if the PPG can assist in the fund raising for HLH. It has been suggested that a ‘table top sale’ or a ‘summer fair’ is held on the car park when the weather gets warmer. Angela has offered to help co-ordinate such an event. Mick asked the Practice to provide someone to work with Angela.</p> <p>One of our Reference Group members has provided details of a lady at Glenfield Hospital who was heavily involved in fund raising for Heart Link. Mick to contact her.</p>	AA DA DB
10	<p>Any Other Business</p> <p>Car Parking – an issue has arisen when a number of people have been using the surgery car park to park all day when they are not using the surgery. This applies to trade people as well as County Hall employees. The Practice is in touch with a company who provide car park enforcement services so that if people exceed a specified time in the car park they will be</p>	MRe

<p>11</p>	<p>issued with a parking charge notice. A meeting will be held with the company soon to progress the matter. The aim is to ensure that the parking spaces available at the surgery are used by patients and visitors to the chemist.</p> <p>PPG recruitment – from the minutes of recent PPG Locality meetings, it became evident that a number of Leicestershire PPG have significantly more PPG members and REFERENCE Group members. Mick agreed to contact some of these groups to see how they tackle recruitment.</p> <p>Date of next meeting</p> <p>Next meeting will be held on Thursday 19th April 2018 at 1.35pm</p> <p>The meeting closed at 2:05pm.</p> <p>Minutes approved:</p> <table data-bbox="261 645 1037 676"> <thead> <tr> <th></th> <th>Chairman</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Chairman	Date				<p>DB</p> <p>MRe</p>
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