

# THE GLENFIELD SURGERY PATIENT PARTICIPATION GROUP

## Minutes of meeting held 19<sup>th</sup> April at the Surgery 1:35pm

**Present:**

**PPG:** Mick Reeves (MRe) (Chairman) Mina Rodgers (MRo)

**Practice:** Diane Alonzo (DA) Debbie Bradley (DB)  
 Dr Chotai Riz Ismael (RI)  
 Jo Marlow Dr Trayner

**Apologies for Absence:**

Dave Zanker (PPG)

**Action**

<b>1</b>	<p><b>Minutes of the last meeting</b></p> <p>The minutes of the meeting held 6<sup>th</sup> March 2018 were agreed and signed as a true record.</p>	
<b>2</b>	<p><b>Matters Arising from last meeting</b></p> <p>Parking Eye visited the surgery this morning to carry out an assessment of the parking situation and will report back to the Practice with their observations.</p> <p>The items for action by Mick from the last meeting are still outstanding.</p> <p>Fund raising for Healthy Little Hearts – the surgery is planning a tombola event. Riz is involved as the Practice person on the fund raising side, Angela Appadoo expressed an interest in organising a table top sale in the car park. Mick to check that she is still prepared to do this.</p>	<p style="text-align: right;"><b>DB</b></p> <p style="text-align: right;"><b>MRe</b></p> <p style="text-align: right;"><b>MRe</b></p>
<b>3</b>	<p><b>Practice staff update</b></p> <p>Verity Swan, a Mental Health nurse has joined the Practice.</p> <p>Richard Woods, the Extended Scope Physiotherapist, will take up his role on 8<sup>th</sup> May.</p>	
<b>4</b>	<p><b>PPG update</b></p> <p>There are now just 4 members on the PPG and fresh blood in urgently required. Recruitment information was put on the 10 Parish Council notice boards that are dotted around Glenfield but no response to them has been received. Posters are to be placed in the Co-op and the Library.</p> <p>Week commencing 4<sup>th</sup> June is PPG Awareness week so efforts will be made during this week to recruit addition members. During this week it is planned to hold a patient survey.</p> <p>The CCG will be approached regarding the availability of the ‘Listening Booth’ during Awareness week.</p> <p>Mina reported that the CCG have been asked to provide publicity information.</p> <p>Dr Traynor suggested that the GPs could hand out PPG information to patients who they thought might be able to contribute to the group. Information to be prepared.</p>	<p style="text-align: right;"><b>MRe</b></p> <p style="text-align: right;"><b>PPG</b></p> <p style="text-align: right;"><b>MRe</b></p> <p style="text-align: right;"><b>MRo</b></p> <p style="text-align: right;"><b>MRe</b></p>

<p><b>5</b></p>	<p><b>Architects list</b></p> <p>Detailed plans have now been submitted to the Council to enhance and enlarge the staff room in the attic into a formal education/meeting room. The plans were submitted on 9<sup>th</sup> March and it is expected to take 8 – 12 weeks for approval. If approval is received in this timescale then it is anticipated that the work will be completed by the autumn.</p>	<p><b>DB</b></p>
<p><b>6</b></p>	<p><b>Matters arising from Practice weekly meeting</b></p> <p>The Practice has been trialling the sending of photographs of various conditions to hospital specialists for their opinions. The initial work with web cams proved unsatisfactory due to the poor resolution of the cameras. A procedure has now been put in place to take photographs by mobile phone, transfer the images to computer and send the images to the specialists. The process is working well and results are back much quicker than making a patient referral. Part of the procedure includes the deletion of the photographs from mobile phones to protect the patient's privacy. The photograph is stored on the patient's record. Most of the photographs sent for opinion are for skin conditions.</p>	
<p><b>7</b></p>	<p><b>Patient surveys</b></p> <p>The next survey will be carried out during PPG Awareness week, commencing 4<sup>th</sup> June.</p>	<p><b>MRe</b></p>
<p><b>8</b></p>	<p><b>Any other business</b></p> <p>A number of the waiting room chairs are in a state of disrepair. It is planned to replace these chairs soon.</p>	<p><b>DB</b></p>
<p><b>9</b></p>	<p><b>Date of next meeting</b></p> <p>Next meeting will be held on Tuesday 5<sup>th</sup> June 2018 at 1:00pm.</p> <p>The meeting closed at 2:205pm.</p>	
	<p><b>Minutes approved:</b></p> <p style="text-align: right;"><b>Chairman          Date</b></p>	