

THE GLENFIELD SURGERY PATIENT PARTICIPATION GROUP

Minutes of meeting held 26th February 2019 at the Surgery 1:00pm

Present:

PPG: Dave Zanker (DZ) (Chair) Nichola Pell (NP)
 Mick Reeves (MRe)

Practice: Debbie Bradley (DB) Riz Ismael (RI)

Apologies for Absence: Diane Alonzo (DA) Sylvia Beck (SB)
 Carol Lincoln (CL) Mina Rodgers (MRo)

Action

1	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held 17th January 2019 were agreed and signed as a true record.</p>	
2	<p>Matters arising from last meeting</p> <p>A clinical pharmacist has been recruited. Details of their exact role will be made available in due course.</p> <p>The Glenfield Parish council will be asked to display notices on their notice boards around the parish, for new members for the PPG and promoting the 3 Peaks HLH fundraising charity walk. It was also suggested that the Co-op notice board might be a good place to advertise, although it was thought there may be a charge for this.</p> <p>Carol has had her article about the 3 Peaks Peaks Challenge and asking for new members, published in the February edition of the Groby Spotlight.</p> <p>Sylvia has spoken to Groby library about displaying a poster there. We await notice board space.</p> <p>Acronyms in the Practice weekly meeting minutes are now being displayed in full.</p> <p>Nichola was asked to prepare a few lines on the HLH charity walk so that we could ask contacts to send them out to their Facebook friends to advertise the event.</p> <p>New telephone system reporting facilities are not all working as they should at the moment. Waiting on Southern Comms to resolve the problems so that training can be given to Practice staff on the reporting. Mick asked for the PPG be involved in determining the reporting criteria.</p> <p>Summary care records. Diane to ascertain the number who have signed up for summary care record sharing.</p> <p>Due to holidays it has not yet been possible for the PPG to meet with Dr A Tejani to discuss theme topics. This will be arranged following his return on 4th March.</p> <p>Re-allocation of Chairman’s tasks no longer being pursued. Nichola has agreed to take on the running of the surveys.</p>	<p style="text-align: right;">DA</p> <p style="text-align: right;">MRe</p> <p style="text-align: right;">SB</p> <p style="text-align: right;">NP</p> <p style="text-align: right;">RI</p> <p style="text-align: right;">DA</p> <p style="text-align: right;">RI</p>

<p>3</p>	<p>Practice staff update</p> <p>Two apprentices joined the Practice on 20th February. Their apprenticeship will last up to 18 months. The apprentices are Shana Summerfield and Chelsea McKay.</p> <p>A Registrar will be joining the Practice in April, Dr M S Sweewooharry.</p>	
<p>4</p>	<p>PPG Recruitment</p> <p>Advertising to be prepared for the parish and Co-op notice boards.</p>	<p>MRe</p>
<p>5</p>	<p>PPG Survey</p> <p>An initial analysis of the survey results had been provided prior to the meeting. It was felt that there had been a disappointing number of patients who had taken the survey. 37 had completed the online survey and only 12 the paper version. However, it was known that a further 13 completed paper surveys had been completed (these were found post meeting) and that there were possibly up to 20 more forms unaccounted for. The Practice will try to locate these.</p> <p>Nichola has used Monkey Survey for the online version of the survey and then to analyse the results. She went through the results and some discussion took place. She will update the results with the missing '13' and possibly the 'up to 20' if they come to light and then re-analyse.</p> <p>Patients' comments on the survey would be discussed with the Practice and any proposed actions or answers published with the survey.</p> <p>The survey will be published on the website and displayed on the notice boards.</p> <p>Three patients have requested training in the use of the online systems. Riz will ask Alison Briars to contact the patients and to arrange training.</p> <p>Nichola has agreed to take on future surveys. She was thanked for her work on the survey.</p>	<p>RI</p> <p>RI</p> <p>NP</p>
<p>6</p>	<p>Matters arising from Practice weekly meeting</p> <p>Nothing raised.</p>	
<p>7</p>	<p>Building works</p> <p>A list of building works has been agreed with the architects and a plan for them has been given to the Practice. The works will commence on 4th March and take up to 20 weeks to complete. The Practice was asked to provide a list of the works and to notify the PPG as items were completed.</p>	<p>DB</p>
<p>8</p>	<p>HLH Charity</p> <p>Mick updated the meeting on the 3 Peaks walk and expected to have over 24 volunteers taking part, including people from the Practice, the Glenfield Dental Practice and the Glenfield U3A walking groups. He will be arranging for sponsorship forms to be made available to participants and for advertising.</p> <p>The Practice is considering an Easter hamper event and the Bike-a-thon as their next two fundraisers.</p>	<p>MRe</p> <p>RI</p>

9

Any other business

No items raised.

Date of next meeting

Next meeting will be held on Thursday 11th April 2019 at 2:00pm

The meeting closed at 2:10pm.

Minutes approved:

Chairman

Date