

The Glenfield Surgery

Patient Participation Group

PPG Quarterly meeting minutes



Present: Mick Reeves (Chair)
 Angela Appadoo
 Julia Jones
 Mina Rodgers
 Elke Rohn
 Helen Walton (minutes)
 Dave Zanker

Diane Alonzo – Patient Services Manager
 Deb Bradley – Operations Officer

Date: 10th August 2016

Ref	Action
01/08/2016	Apologies for absence <ul style="list-style-type: none"> • No GP available for briefing
02/08/2016	Minutes of last meeting Confirmed and signed off
03/08/2016	Matters arising <ul style="list-style-type: none"> •
04/08/2016	PPG recruitment <ul style="list-style-type: none"> • Dave Zanker has joined the group • Penny Wilson has stepped down from the PPG • Elke Rohn will need to take absence from the group temporarily due to personal reasons.
05/08/2016	Practice staff movements <ul style="list-style-type: none"> • 3 locum GPs have been recruited and will start over several dates in August. • A registrar has been recruited for 4 months. • Dr Cooper has retired, however, he will return in October on a part time basis as a salaried GP. • Dr Salt retires in November – a formal presentation will be taking place in October for both him and Dr Cooper. Patients on Dr Salt’s list will be advised who their new named GP will be. This is for admin purposes only. • The practice continues to have discussions regarding partner opportunities. • A new triage nurse post has been appointed to and will be start in September.

The Glenfield Surgery

Patient Participation Group

PPG Quarterly meeting minutes



06/08/2016	<p>CQC review</p> <ul style="list-style-type: none"> • The initial outcome from the CQC inspection is reported as requiring improvement. • An action plan has been produced in response to the CQC and following the review by the CQC the final report will be issued. • The practice will publish the full outcome when received via usual communication routes.
07/08/2016	<p>PPG / patient awareness</p> <ul style="list-style-type: none"> • Julia to lead on PPG awareness and recruitment • Dave to review current PPG information sources including notice boards and electronic information.
08/08/2016	<p>Progress on new services</p> <ul style="list-style-type: none"> • Due to the administration team move to building B, there are now 3 further available consulting rooms in the main building – these are currently being used by the additional GPs and triage nurse. • Services are still being sought for the use of the two additional consulting rooms in building B.
09/08/2016	<p>Items for partners meeting</p> <p>Any items for the next partners meeting should be emailed to Mick Reeves.</p>
10/08/2016	<p>Attendees for next partners meeting</p> <p>Dave offered to attend the next Partners meeting. Post meeting note – scheduled for 8th September.</p>
11/08/2016	<p>PPG meeting dates / times</p> <p>Following discussion it was suggested that the best time to engage with the partners is at their pre-arranged meetings on Thursday afternoon. It was agreed that the practice would prepare a schedule for these meetings.</p>
12/08/2016	<p>AOB</p> <p>The group had an opportunity to review the new accommodation created in house B.</p>
13/08/2016	<p>Next meeting date:</p> <p>Suggested dates 6th or 13th October in the afternoon at the Partners meeting.</p>