



**Patient Participation Group Meeting - Minutes
Wednesday 23rd January 2019 @ 1.00pm
Kingstanding Circle Surgery**

ATTENDEES:

Mrs E Duffy (ED)	Mr J Brough (JB)	Mrs L Floyd (LF) Chair
Mrs T Martin (TM)	Mrs E Duffy (ED)	Mrs M McDonnell (MM)
Mrs P Cox (PC)	Mrs S Perry (SP)	(Minutes)

1.	APOLOGIES (MM) Mrs S Deakin (SD) Mrs V Turner (VT) Mrs M Hammond (MH) Mrs M Adams (MA)
2.	MINUTES OF LAST MEETING (MM) MM discussed the minutes of the last meeting with the group. It was agreed that after another successful MacMillan coffee morning in Sept 18 that the PPG would run this as an annual event, TM is happy to co-ordinate this event. JB asked if our extended (early mornings) would continue, MM advised this would answered by LF later in meeing. Other items would be re-visited later in the meeting as they were on today's agenda.
3.	STAFF UPDATE (MM) MM advised the group that Jane Willis (Prescribing Nurse) had left the practice to take a post much closer to home. The surgery will be replacing Jane with Gary Parcell (Paramedic Practitioner) who would be working on a full time basis alongside the GP's. Gary will be joining the practice 25 th Feb 19 and has already been booked to attend the next prescribing course in Sept 19. Nurse Angela Tucker has settled into her role at the practice well. HCA Lisa Sherwood has also settled in well giving the practice a full nursing team.
4.	NEW WORKING HOURS (LF) LF advised the group from April 19 the GP's would no longer have 2 half days off per week and would have 1 full day each instead on a rota basis. They would work 4 full days a week each and the day the practice only had 1 GP Gary would be here to support the GP. Jane McCreedy would no longer work 2 half days, she will work 1 full day instead. LF answered JB earlier question of the extended hours stating that at present she does not know if we will continue to offer them until she is advised by BSOL CCG.

5. ACE/QOF UPDATE (LF)

LF advised that the practice was doing well with their ACE/Qof to date and were continuing to work hard towards reaching the maximum achievement for both. All clinical and admin staff were aware of the requirements for both ACE/Qof.

6. CQC VISIT (LF)

LF advised the group that the practice had been notified on 21/01/19 that CQC would be visiting the practice on 04/02/19 to carry out their inspection. PC, SP, JB and ED offered to attend the CQC visit if required or be contacted by them prior to their visit. LF advised the group of what the CQC visit would involve both on the day and in the lead up to it.

7. ACTIONS FOR THIS YEAR (LF)

LF advised that GP's did not want the machine in the waiting room to be purchased from fundraising by the group. As a result members SD, MH and MC who had kindly donated previously are requested to collect their money from LF at the practice. It was agreed that TM would devise a very brief questionnaire by 31/01/19 to ask patient's what they would like to have in the surgery, the questionnaires to be copied by MM and available for completion by 14/02/19.

The group set a date of 7th & 8th March 19 to reschedule the previously cancelled PPG awareness/open day. Questionnaires to be given out on these days, promotion of the PPG and promotion of the extended hours and on line services were suggested. MM to devise a rota of members who can attend over the 2 days.

8. ANY OTHER BUSINESS (MM)

MM asked the members if they could each provide at least 1 idea of a topic they would like to see on the display screen in the waiting room. Extended hours @ Hub, Prostate cancer, how to reduce BP, new car park procedure, PPG survey/Awareness day & how to access other services i.e. counselling were all requested.

LF expressed again that the work of the PPG was vital to ensuring patient influence. All the staff at the practice and the GP's (Dr Sahota & Dr Cassam) wish to say a big thank you to all members of the PPG group for their invaluable and much appreciated participation, continued engagement and support.

YOUR SURGERY – YOUR SAY!!

Patient Participation Group 2019/20 – Kingstanding Circle Surgery

To Be Held @ Kingstanding Circle Surgery

Further meetings dates for your diary:

Monday 15th APRIL 2019 6.00pm start

Further dates to be discussed at next meeting

THANK YOU SO VERY MUCH FOR YOUR KIND PARTICIPATION WHICH IS VERY MUCH VALUED AND APPRECIATED!!