

## **Minutes of Meads Patient Participation Group Meeting on 30.5.19**

**Present:** Jenny Eadon, Merrill Plowman, Trevor Nash, Ian Muldoon, Carolyn Muldoon, Charlotte Luck (Practice manager), Dr. Andrew Duckworth (G.P.) Christina Montgomery (Reception team manager)

**Apologies:** Peter Griggs, Gabby Paterson-Griggs, Caroline Penman

**Minutes of last meeting 11.4.19:** these were agreed as a correct record

### **Matters arising :**

Safeguarding policy- JE is working on this as a specific document relevant for the PPG

**ACTION JE and PG** to run a training session on this at a future meeting.

Screen call system – current system will cost £4000 to renew plus an annual fee of £700. Alternatives are being looked at.

Updated website – this is ongoing

Notice boards – these have yet to be updated, including the PPG board with details of current committee

**ACTION PG, JE**

### **Secretary's report (MP)**

Correspondence- PG received an email from Tanya of Bird in Eye PPG suggesting a meeting in view of recent changes in local NHS structure. This to be arranged at a future date.

N.A.P.P. e-bulletins – key points

This year's NAPP conference on June 15<sup>th</sup> is entitled 'Celebrating general practice' and aims to promote the value of PPGs .

PPG Awareness Week is 10-15<sup>th</sup> June. NAPP's May bulletin provides a link to a Resource pack for this event.

### **Treasurer's report (IM)**

The Tesco fundraising token scheme raised £1,100. This will be paid directly into the Practice account to be used towards the cost of a new Spirometer. The recommend machine, which is compatible with patient records, costs £1,900.

### **Practice report (CL, CM)**

There have been changes made in the local structure of services within NHS England.

GP services will now be grouped under a Primary Care Network, our local one being Greater Wealden PCN. This covers six GP practices – Meads, Buxted, Bird in Eye, Heathfield, Newick and Hurstmonceux.

Each practice will run independently as before, but will share some services, such as extended hours overseen by the PCN. There is a part-funding initiative to recruit extra staff for other services.

Meads now has a pharmacist, Ross, who will monitor and advise patients on their medication, e.g. when discharged from hospital.

Diabetes Care –The Practice is endeavouring to encourage Diabetic patients to attend their Annual Review. There are six extra appointments available per week.

The practice will be closed on Thursday 6<sup>th</sup> June at 1pm for staff training.

Baby care - one of the toilets in the reception area is being converted into a dedicated baby changing and breast feeding room. There will not be a toilet in this room. Air hand dryers will replace paper towels in here and in the remaining toilet. It is hoped this will prevent the drains being blocked by paper towels and nappies.

Dementia Golden Ticket. CL and AD attended a Dementia Forum. There will be a weekly clinic run by Dementia trained nurses. A Dementia charity is to give a talk to staff. There was a table in the reception area during Dementia week to highlight the condition.

Measles is still active in the area and vaccinations are still available to all patients over the age of 16 who might have been missed in past years. The aim is to cover immunity in the population as a whole.

**ACTION CL** to look into running a pop-up measles vaccination clinic during PPG awareness week.

The practice aims to reduce the waiting time for pre-booking appointments from three weeks down to two.

New phone message – this is ongoing. The script has been written and will be recorded with Dr Wallbrook's voice very soon.

Receptionist's training – JE will talk to receptionists on patient's experience at a training session.

Flu Clinics – dates for these to be organised. **ACTION CL**

### **PPG Awareness week 10<sup>th</sup>-15<sup>th</sup> June**

The PPG committee will man a table in the reception foyer on Monday to Friday , 10-12noon.

Aim – to promote the PPG; encourage patients to sign up for on-line services; to encourage measles vaccination available at the pop-up clinic on the day. There will also be a cup cake event in the foyer on the Wednesday connected with and manned by Dementia awareness.

**ACTION MP** to draw up and circulate a Rota .

**AOB** No further business

**Date of next meeting; Tuesday 30<sup>th</sup> July at 6pm**