**Woodland Medical Practice**

**Patient Participation Group**

**Minutes of the Meeting held on 10 March 2015**

The meeting commenced at 1310.

**Members Present**: Deborah Bakewell, Paul Rossington, Margaret Inkpen (Chair), Caroline Barton, Chris Sproson, Wendy Parry, Catherine Cowen, Dr Sowerby (GP Representative), Allison Ellis (Practice Manager), Roger Phillips (Secretary).

**Apologies**: Valerie Phillips.

Minutes of the last meeting: These were read and proposed for acceptance by Chris Sproson, seconded by Deborah Bakewell. The motion was carried unanimously.

**Matter arising from the Minutes**: Margaret Inkpen has resigned from “The End of Life Survey” at St Barnabas hospice. She had found that the amount of training and work involved was too much for a volunteer.

Margaret had also attended the “Under the Weather Campaign” in Asda’s car park. This had been very poorly attended due to very poor publicity.

**DES targets**: The template was completed and the agreed targets were; The telephone system had been changed and confidentiality of patients speaking to the receptionist had also been solved.

Targets for next year are to include the subject of car parking. The results of the survey, undertaken during the week of 23 February 2015, are attached. It is understood that the number of spaces available are consistent with the recommendations NHS England/CCG, thus it is probable that no assistance from them can be expected. It is therefore proposed that the Birchwood Practice be approached to submit a joint request to the city council be made to assist in enlarging the current car park. Dr Sowerby said that she would put the question to the next GPs meeting.

It is understood that some patients are returning to reception, from the GPs consulting rooms, are turning sharp left into the queue waiting at reception, thus destroying any confidentiality that has been put in place. It is suggested that “Yellow Footprints” be pasted on the floor in an attempt to signal a “one way” system out of the waiting area. This is to be investigated.

**Annual General Meeting Date**: The post of treasurer is still vacant. A visit was made to the bank, by the secretary, to obtain a current statement; the secretary had previously been included on the list of signatories. It was discovered that the secretary’s name was not on the list and the last additional signatory was Peter Kendall, even though he had resigned from the group some considerable time ago. Margaret agreed to supply Peter’s telephone number to the secretary so that changes could be made.

It was agreed that An AGM would be held on 12 May 2015 at 1300. At this meeting volunteers for Chair, Secretary, Treasurer and Newsletter Editor would be requested.

**Spring Newsletter**: The practice will be closed on 3rd and 6th of April.

The first delivery of flu vaccine will arrive on 18th September.

An item on Men’s Health was requested.

Patients are requested to make sure that their telephone numbers and text message numbers are up to date.

It is understood that some appointment reminders are not being sent; Allison agreed to investigate this.

An explanation of Review dates on prescriptions was given. The review is of a virtual nature and, if necessary, an appointment is to be made to discuss the items involved with the GP.

**OPTIMUS**: The next meeting is on the 26th March at Ruston’s Sports Centre, in the conference room.

Dr Bailey will give a talk on how best GPs can use PPGs.

Two pharmacists have been invited, the Head of Pharmacy at the university and the local Head of Pharmacy for the Co-op, will discuss their occupations and how pharmacists can help patients. It is hoped that a general discussion will help sort out some difficulties in obtaining medicines.

**AOB**: None.

**Next Meeting**: This will be the AGM on 12 May 2015 at 1300.

The meeting closed at 1435.