



# EASTHAM GROUP PRACTICE

## PATIENTS PARTICIPATION GROUP MEETING

6.00 pm Monday 8<sup>th</sup> January 2018

### Minutes of Meeting

1. **Apologies for absence** – Phil Haselgrove, Mike Taylor and Dr Bush
2. **Those attending** – Tracey Fisher, Alec Wood, Alison Jones, Rachel Heath, Roger Green, Paul Engle, Brenda Williams, Joan Wilkes, Chris Haselgrove
3. **Minutes of the Meeting of 4<sup>th</sup> December 2017** – Agreed as a true record of the meeting
4. **Matters arising**
  - **Eastham Walk In Centre** – This has now reopened with hours on Monday to Friday from 1pm till 5pm and at the weekend, Sat & Sun 12noon till 4pm.
  - **Practice Handbook** – Updated version has been sent to all PPG members this afternoon. Please review the document. The test SMS message has been sent through to PPG members. Please see when you receive it.
  - **Warren Health Centre email** – Tracey is to resend the Warren Health Centre email relating to the dates of future CCG Talks.
  - **Repeat prescription reordering scheme** – Those affected are being contacted by email or letter to inform them of the change to the process.
5. **Update on reopening of Eastham Walk-in Centre** - covered in Matters Arising
6. **Practice update** including Patient Access Update - covered in Matters Arising  
There will be 3 clinical sessions from the Federation employed clinical pharmacist starting shortly at EGP. Medication reviews will in the future, once the pharmacists have settled in will be taking on the review of patient medications as well as ensuring that current NICE guidelines for conditions e.g. hypertension are being followed
7. **New Practice Documentation** to include discussion of EGP/PPG Newsletter  
Once the booklet has been approved, this will be added to the Blog as a directly downloadable document. We could also add a link also explaining the prescription reordering scheme.
8. **AOB**
  - **Patient survey** – The proposed dates for the survey are 16<sup>th</sup> and 23<sup>rd</sup> April 2018.
  - **Pedestrian Gate** – The gate has not been opened recently. Rachel is to raise this with the Nursery in the morning because it is their responsibility to open the gate each morning.
  - **Patient Forum for GP Federation** – Rachel sent the email as soon as she had received it but some of the information that was included was historic and written for Practice Managers and other clinical staff and doctors. Alec suggested that it would be useful for a newsletter to be produced written for patients and patient groups rather than for clinical staff. Jargon and acronyms should be avoided or explained at the least e.g. GPFFV (GP Five year forward view), CSU Medicines Management Team – who are CSU?, ICCH, CFT as provider and, IAPT Service. It would be really helpful if a guide could be produced that can help us to understand what is intended.
  - **Care Navigation training** – Question was asked whether EGP have any members of staff who have attended the training – there are 5 people identified who are going to attend the training which is at different levels. It would be helpful if the PPG could be given feedback around the content of the training.
  - **Federation visit to EGP** – Rachel is looking to organise a visit from the Chair of the Federation and will notify the PPG of the date that is finally agreed so that we can attend if we are available.

- **Future meeting dates** – It was agreed that for future meetings would be the first Monday unless the first Monday is a Bank Holiday when it will therefore be a Wednesday. We will also consider only holding 2 out of 3 meetings between July, August and September. Dates will therefore be as follows: Mon 5<sup>th</sup> Feb, Mon 5<sup>th</sup> Mar, Wed 4<sup>th</sup> Apr, Wed 2<sup>nd</sup> May, Mon 4<sup>th</sup> Jun, Mon 2<sup>nd</sup> Jul, Mon 6<sup>th</sup> Aug, Mon 3<sup>rd</sup> Sep, Mon 1<sup>st</sup> Oct, Mon 5<sup>th</sup> Nov and Mon 3<sup>rd</sup> Dec.
- **Best wishes to Phil Haselgrove** – All members of the PPG sent their best wishes to Phil and hope that he has a speedy recovery.

**Date of next meeting – Monday 5<sup>th</sup> February 2018 at 6pm**