

**St James Medical Practice
Patient Participation Group
Minutes of Meeting held 17th May 2017**

1 – Present: -

Paula Bell (PB) Enid Bright (EB) Jane Chase (JC) Dr. Irena Davis (ID) Kathy Foley (KF) Pat Fraulo (PF) Robert Fraulo (RF) Jasmine Fulcher (JF) Stella Gutteridge (SG) Ian Gutteridge (IG) Penny Hipkin (PH) Joyce Hunter (JH) Derek Hunter (DH) Colin Johnston (CJ) Mary Large (ML) Anne Lemmon (AL) Pat Simpson (PS)

2 – Apologies: -

Rachel Seakins, Margaret Worledge, Josie Hall.

3 – Minutes of March 2017 Meeting: -

The Minutes were taken as read and passed unanimously, proposed JF, seconded PH.

4 – Matters Arising: -

IG told the meeting that the idea of carrying out a telephone survey of DNA's, which was discussed at the March meeting would not be able to go ahead due to concerns over confidentiality.

5 – Treasurers Report: -

SG reported that the only expenditure since March had been £40 for the annual subscription to NAPPG. Income from the sales of books had generated £40 resulting in an unchanged balance of £718.48.
A copy of the accounts is attached.

6 – Practice Update: -

KF reported the appointment of a new operations manager who will be starting on 26th June. She gave a summary of the duties involved in this role and explained the difficulties that the practice has at the moment with staffing problems. Several locums are currently employed and some changes have been made in managerial positions.

JF asked why a patient's registered doctor was changed and KF explained the system and why at times this was necessary when doctors left or joined the practice.

The latest details concerning the new premises were discussed and plans of the proposed building were displayed. Other topics raised by members concerned the TV display (CJ) and the privacy barrier in reception (SG).

The practice is now able to carry out ear syringing following the purchase of two new machines. It had been suggested in committee that the PPG would pay for these and IG put this motion to the meeting, proposed RF seconded AL. The motion was carried unanimously.

7 – QEH – Governors Update (PH)

A trial with ear plugs and eye masks for patients at night had been carried out in two wards and had proved very successful. Packs of these are now being sold in the League of Friends shop.

Two new geriatricians have been appointed and volunteers are needed to assist elderly and confused patients to readjust and prepare them for leaving hospital. A&E staff are now receiving training in dealing with difficult situations which can arise when patients with alcohol or drug abuse attend the department.

A bereavement support group is now held in the Sacred Place, led by the hospital chaplain, on the 2nd. and 4th. Wednesday each month.

The League of Friends have paid for a number of large TV monitors which will enable staff and patients to have up to date information, and pagers are available for patients when appointments are running behind schedule.

8 – PPG awareness week 2017: -

The date for this event is 19th - 24th June and it is proposed that we have a cake and craft stall on the Monday and a bowel cancer aware day on Wednesday.

Volunteers are needed for these two days and members are asked to let SG know when they can help so that a Rota can be arranged.

It had been suggested in committee that the group would support British Heart's fund raising "Wear Red" day on 9th June by holding a collection at the surgery.

Members showed little enthusiasm, for this idea, so it was decided not to proceed.

9 – Any Other Business: -

IG reviewed the administrative expenses paid for by the group which consist of NAPPG membership and insurance cover.

The National Association enables us to keep in touch with what is happening in other groups and can provide ideas that enable us to improve the usefulness of our own PPG.

The main advantage of the insurance policy is that it provides public liability cover, and whilst the risk of a claim against us is very low, so to is the cost of the insurance.

There being no further business the meeting closed at 19.45

10 – Next Meeting

19th July – 18.30

(Committee Meeting – 12th July – 14.00)

St James Medical Practice
Patient Participation Group Accounts
15th March 2017 to 17th May 2017

Reserve Account	£CR	£DR
Balance brought forward 15.3.2017	72.49	
<u>Balance 17.5.2017</u>	<u>72.49</u>	
Current Account		
Balance brought forward 15.3.2017	645.99	
<u>Income</u>		
Books up to 3.5.2017	40.00	
<u>Expenditure</u>		
Annual Subscription NAPP Renewal 24.4.2017		40.00
<u>Balance 17.3.2017</u>	<u>645.99</u>	
Total balance of Reserve & Current Accounts	<u>718.48</u>	