

OVERTON PARK SURGERY  
PATIENT PARTICIPATION GROUP  
PPG MINUTES  
11<sup>th</sup> June 2014

Members Present

Apologies

NP – Chair Dr. Rachael Coker Jayne Folwarski – Practice Manager Mark Thatcher - IT Manager DR JT KM	RS DG (to become a virtual member)
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Item	Minute	Actions
A	<p><u>Welcome, Introductions &amp; Apologies</u></p> <p>Welcome to all present. Apologies received from RS and DG. DG requested to become a virtual member.</p>	
B	<p><u>Acceptance of Minutes of Last Meeting</u></p> <p>The minutes of the meeting held on the 2<sup>nd</sup> April were accepted</p> <p><u>ACTIONS</u></p> <p><u>'Open Meeting' Invites</u></p> <ul style="list-style-type: none"> <li>• It was agreed to postpone sending the invites out until 2 weeks prior to the October PPG meeting</li> <li>• PPG need to decide what is needed from people, in preparation for the introduction meeting</li> <li>• KM had prepared the emails ready, to be sent to prospective members and current virtual members, once timing agreed</li> </ul> <p><u>Minutes</u></p> <p>It was agreed to rotate 'minute taking' around the PPG team. Email to MT for inclusion onto the website and distribution</p> <p><u>Contact List</u></p> <p>MT to determine best way of maintaining email address lists. Propose: PPG Active Member Group + Virtual Group</p> <p><u>Welcome Pack</u></p> <p>To be reviewed and updated</p> <p><u>Next Educational Event</u></p> <p>Possibly Diabetes event. RC handed over to JF to progress. Require poss Diabetes patient/expert, poss include Diabetic Nurse and invite Diabetes UK (to do a stand &amp; provide info) Possible Venue: Elim Church Proposed date: poss 22/10/14. JF will check dates</p> <p>Proposed Spring Event 2015: 'Bowel Health'</p> <p>Dr Coker will be starting her maternity leave before the next PPG therefore it was proposed there will be a rotation of OVP Partners for each meeting. JF will oversee</p>	<p>ALL</p> <p>MT</p> <p>JF/MT</p> <p>JF</p> <p>JF</p>

FutureDates:

- 5 August 2014
- 1<sup>st</sup> October 2014
- 2<sup>nd</sup> December 2014
- 4<sup>th</sup> February 2015

C

LOCALITYPLANFORCCG

It was requested that PPG's were briefed on the findings from the above. Dr Coker shared the information for the Cheltenham area:

The top Cheltenham 'hot areas' were identified as:

1. Alcohol ~ large attendance at A&E
2. Emergency admissions ~ trying to prevent people going into hospital. Risk assessment top 5%. Developed integrated care team/support to prevent hospital admission. Trying to treat at home, where historically would've gone into hospital. Part of 'care in the community'. Looking at appropriateness of people in care homes. Chelt has slight disadvantage as doesn't have a community hospital.
3. Elective Admission ~ high rate of orthopaedic capacity in the area, currently costing too much money
4. Suicide & self harm ~ Gloucestershire an area of concern. School visits, led by Child Protection Team.
5. Diagnostics ~ Improve GPs access to i.e. MRI's etc
6. Pulmonary Embolism ~ GP led
7. Improvement of information for Referrers

The above is for information only, no action required by PPG

D

DevelopingourPPG

We need to look at how we can move the PPG forward and represent the patients of the practice.

The Practice is looking at putting a Practice plan in place and linking to training needs and will include feedback from PPG. Once drawn up, JF will share with PPG

Survey this year: a specific patient survey is not required, a friends and family test required.

JF

E	<p>This will free time up to look at:</p> <ul style="list-style-type: none"> <li>- Practice organisation</li> <li>- Look at areas to seek patient feedback, in conjunction with CQC</li> <li>- Will look at how Practice liaise/feedback and use information</li> </ul> <p>Need to also look at those patients that don't visit the Practice on a 'regular' basis. Plan for future needs.</p> <p><u>Planning Future Events</u></p> <ul style="list-style-type: none"> <li>- 5<sup>th</sup> August PPG meeting</li> <li>- 1<sup>st</sup> October PPG meeting</li> <li>- 22<sup>nd</sup> October ~ Healthcare Event - TBC</li> </ul> <p>Further events ~ dates TBC</p> <ul style="list-style-type: none"> <li>- Newsletter - Spring 2015</li> <li>- Survey ~ Need items to be included. Plan to send out in December. Need to decide which direction &amp; feedback req'd for NHS England &amp; OVP</li> <li>- Invitations to prospective new members to PPG 'open meeting'</li> <li>- Bowel Health Event ~ Spring 2015</li> </ul>	
F	<p>AOB</p> <p>NAPP Bulletin "Save our Practice"</p> <p>Practice asked PPG for general feeling on this campaign.</p> <p>Reservations were expressed over possible use of petition or posters Patients may misinterpret the campaign assuming Overton Park Surgery was to close! It was therefore decided not to pursue at this time. It will be discussed with all Partners of the Practice before any further action is taken.</p> <p>NP to locate the script that Glenys wrote following the Dementia Event, also Women's Health, in preparation for the Newsletter.</p>	NP
G	<p><u>Date of Next Meeting</u></p> <p>Tuesday 5<sup>th</sup> August @ 6.30pm</p>	

KM on behalf of Overton Park Surgery PPG