

OVERTON PARK SURGERY
PATIENT PARTICIPATION GROUP
PPG MINUTES
11th October 2014

Members Present

Apologies

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| NP – Chair Dr.Charlwood Jayne Folwarski – Practice Manager Mark Thatcher - IT Manager KM AS JT | RS DR |
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| Item | Minute | Actions |
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| A | <p><u>Welcome, Introductions & Apologies</u></p> <p>Welcomed Dr. Charlwood from the practice.</p> <p>We welcomed Neil Penny Dementia Project Manager; Ross Taylor Health family Clinical Sub Group; David Hurn Lay Member.</p> <p>Apologies were received from RS and DR.</p> | |

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| <p>B</p> <p>C</p> | <p><u>Presentation and Discussion by Neil Penny</u></p> <p>The Chair welcomed our guests, representatives from Gloucestershire Dementia Project who were interested in understanding attitudes and ‘patients’ knowledge of Dementia in Gloucestershire by attending one of our PPG meetings. We discussed views and experiences of Dementia and our understanding of care in Gloucestershire from a patient practice view.</p> <p><u>Acceptance of Minutes of Last Meeting</u></p> <p>The minutes of the meeting held on the 11th June were accepted</p> <p><u>ACTIONS</u></p> <p>Write up on Women’s Health and article for News Letter sent to practice - CLOSED</p> <p><u>‘Open Meeting’ Invites</u></p> <p>KM had drafted an e-mail for invites for the evening from those practice patients who had expressed an interested during the last survey in assisting with the PPG in the future. - CLOSED</p> <p>The open evening event had been postponed as our August meeting had been postponed due to PPG member’s commitments and availability.</p> <p>Event now agreed to be held on 19 November. Post out details on 27 October, agree to review 10 November.</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 - Ongoing</p> <p><u>Welcome Pack</u></p> <p>The Welcome Pack material will be updated, ongoing. A sample will be available for the open evening.</p> <p><u>Next Educational Event –Spring 2015</u></p> <p>Diabetes event. RC handed over to JF to progress. Include Diabetic patient/expert and possibly include Diabetic Nurse and invite Diabetes UK (with stand & provide info) Possible Venue: Elim Church JF will check dates in the spring</p> <p>Agreed to move next event to later in 2015: ‘Bowel Health’</p> | <p>NP</p> <p>JF/MT</p> <p>JF</p> <p>JF</p> <p>MT</p> <p>JF</p> |
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| <p>D</p> | <p>Friends and Family Test</p> <p>The Surgery this year is required to perform a Friends and Family Test, replacing the NHS England annual practice survey. This is a simpler ‘test’ consisting 2 questions but need to follow up questions. F&F responses required by 14th December. There is no set percentage to test of surgery patients. The survey can be conducted from comment card or website. The comment can be on anything the PPG require. The PPG discussed if the practice would benefit from maintaining a patient view on topics of interest such as appointment system .</p> | |
| <p>E</p> | <p>CQC Assessment</p> <p>Further information has been received on these CQCs assessment of practices. It is understood that that there will be one months notice and up to 25% of practices in one area will be reviewed. The PPG will be invited to participate in the review.</p> | |
| <p>F</p> | <p>N.A.P.P. Membership</p> <p>It was agreed to renew this membership. NP will send subscription.</p> | |
| <p>G</p> | <p><u>Future Meeting Dates:</u></p> <p>2nd December 2014 4th February 2015 15th April 2015 10th June 2015</p> <p>19th November PPG Open evening.</p> <p>Friends and Family Test December 2014.</p> <p>Further events ~ dates TBC</p> <ul style="list-style-type: none"> - Newsletter - Spring 2015. - Survey ~ Need items to be included. Plan to send out in December. Need to decide which direction & feedback req’d for NHS England & OVP. - Bowel Health Event ~ later in 2015 | |

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| <p>H.</p> | <p>AOB</p> <p>NP raised the question of local Chemist repeat prescriptions ordering as he had experience some issues. It is hoped that an automated system should soon be available replacing the current system.</p> <p>The Overton Park Website was developing and was providing access practices services and information.</p> <p>JF reported a schedule of practice training has been developed by JF.</p> | |
| <p>I</p> | <p><u>Date of Next Meeting</u></p> <p>Tuesday 2nd December 6.30pm</p> | |