

Friends of St Lawrence Surgery – Patient Participation Group
Notes of Committee Meeting held on 17th October 2017

Present: Chris, Judith, Phil, Hilary, Eric, Diane, Lindsey, Alan,
 Dr. English, Wendy

ITEM	ACTION	
1. Apologies for Absence		
1.1	Apologies for absence were received from Jo, Claire, Sue, Robin and Patsy. Alan and Wendy Boyd were welcomed. Chris thanked Judith for taking the minutes once again.	
2. Minutes of the Last Meeting		
2.1	The minutes of the meeting held on 15 th August 2017 were agreed.	
3. Matters Arising		
3.1	October 6 th – Race Night was cancelled due to lack of response. It will be rearranged for the Spring. Chris asked that she is contacted next time to ensure publicity is arranged.	Eric /Chris
3.2	<p>Group of 100- Judith has heard from Paul Devlin (Chief Executive Officer of the NAPP) to say that we have been accepted to be part of the group of 100.</p> <p>The Group of 100 is committed to giving N.A.P.P. a quick (5 to 10 day turnaround) response to targeted questions, with the aim that responses will give an indication of the views of some patients and PPGs. The responses will not form full research, but they will give an indicative response, of use to N.A.P.P. and to others who commission the</p>	Judith

	<p>service.</p> <p>Judith completed the membership agreement and awaits the first survey, which is in the pipeline.</p>	
3.2	<p>CRP machine – There was discussion on this due to anonymous donations already received. Marion said it is still under discussion and suggested that it put it on next agenda. They are making sure it is the right thing to have / seeking further information.</p> <p>In future all expenditure on medical items needs to be discussed with <u>all</u> doctors before appearing on the newsletter.</p> <p>Chris suggested that on the next newsletter we have a note stating that CRP machine is still being researched.</p>	Marion/ Jo/Chris
4. Treasurer's Report		
4.1	<p>Judith presented the Treasurer's Report – a copy is attached. Assets at present are £6025.91</p>	Judith
5. Practice Manager's Report		
5.1	<p>Marion English gave the report.</p> <p>David Clarke is retiring on 31st December. David has been working at the practice since 1991! The PPG are invited to a farewell on Friday 12th January.</p> <p>Dr. Jaspal Mahil is our official new partner from</p>	

	<p>1st October. This means we can keep a six GP Partnership after David retires. Jaspal is also the new respiratory lead after she was successful in gaining a position at Worthing Hospital on a Thursday morning working with the respiratory consultants (same as James Read did), so this will really help everyone in the practice as she can bring the skills to our surgery.</p> <p>A new GP is still going to be advertised for.</p> <p>The skill mix at the practice is being looked at. They are looking to appoint a pharmacist to work in the surgery not the pharmacy.</p>	
5.2	<p>Mental health PACE award – the surgery has been successful in their application for this and are working to improve the experience for staff and also the experience and access for patients. They have completed a staff survey which has resulted in lots of ideas which are being pursued. Joe Evans is the clinical lead for this. He is holding an ‘anxiety and depression’ patient education evening on 20th November at 6.00pm. What is driving it is the improvement in our services. Joe will be looking at creating a working group of patients.</p>	
5.3	<p>Thursday 19 Oct – Dr Jaspal Mahil and Karen Jacobs are holding a patient education event on keeping warm and well , mainly for people with COPD and asthma . Well booked up.</p>	

5.4	New nurse – Jo Allsford, who used to work in the community. She has a lot of skills already.	
5.5	Debbie had a boy called Carter.	
5.6	Miami has extended their access. We can now book appointments for a nurse on a Saturday and Doctor on Sunday. We might be having MIAMI in our surgery at times. Other GP's but on our premises. These can be booked by receptionist, who can suggest MIAMI for minor illnesses.	
5.7	A micro suction service is being setting up. A microscope with suction (ears) - Jaspal Mahil, Joe Evans, David Stokes. Needs to be a GP referral. It is for patients who can't have their ears syringed. Planning to have a clinic once a month.	
5.6	<p>Surgery are not taking phone requests for repeat medication, as a rule, to increase medicine management safety. It will also mean there is more receptionist time. Need to look at those who are housebound and have no computer access. Chris said that we need to look at a buddy scheme. She also wondered whether we ought to have an event to help those who find computer access hard.</p> <p>Lindsey suggested that we find out, maybe at flu clinics, who used the online and who would appreciate some help.</p>	

5.7	Flu clinics – Wendy said that they have put a message on the text messages to ask patients to keep to their given appointment time, as some people are just turning up early , resulting in long queues.	
5.8	AF bar - Marion reminded us that they were thinking of using it at the flu clinics. However, all clinical staff are tied up. She asked if , we would like to offer it and if we could ask if people want to use it then we give a piece of paper with tick or cross and name of patient and take to reception. Chris said that some people may panic. It may be best to not do on a Saturday clinic. Might be best to pilot it on the next weekday flu clinic, 7 th November. Eric offered to undertake the task.	
6. Group Updates		
6.1	Singing Group – Sue was not at the meeting but had told Chris that more young people are joining and that £100 will be given to the treasurer.	
6.2	Walking Group – Still get 30 walkers a week. A new program of extra walks until February has been produced. £60 was given to the treasurer. There will be a charity walk with Broadwater for WADARs. Christmas lunch at Cricketers has been arranged.	Eric
6.3	Self-Care Group conference-	Chris

	<p>Apps - all about empowering people.</p> <p>ESC self care for teenagers app. NHS England app – Active 10 – getting people to walk for 10 minutes a day.</p> <p>App My nHealth for COPD, asthma ,diabetes and heart disease – promoted by NHS. Lots of videos etc. Very good. Chris paid for one - £20 – but gathers you can be prescribed it if surgery participates in the scheme. You can link it to the surgery. Chris has given Karen Jacobs details to explore.</p> <p>My health guide – tablet app - for those with learning difficulties.</p> <p>Do you really need a GP? – giving choice and signposting. Self care – need this for NHS to survive.</p> <p>Marion suggested that the apps could be publicised on our boards.</p> <p>She said there are some other NHS endorsed apps e.g. mental health, ones.</p> <p>A copy of Chris’s full report is attached.</p>	
6.4	<p>Bookshop – So far, this year £598.82 has been raised. More sales of the better quality books are to be held.</p>	Phil
<p>7. Community grant scheme</p>		
7.1	This is based on something we have already	Lindsey

	done. Needs to be applied for by 31 st October. Lindsey will look into this. Chris will send Lindsey the link	
8. Christmas Raffle		
8.1	Christmas raffle – Judith will produce the squares. She will bring them to the November meeting.	Judith
9. Communication		
9.1	Chris asked that PPG queries etc go through her not Jo to ensure she has finger on the pulse. Chris needs to know. Also Jo does not need to be bogged down when she is already very busy.	
10. GP training program		
	Chris has found out more. It is at Falmer. They are looking for a group of patients, particularly those with long term conditions, so GP's can question them as part of their training. Participants can choose their level of commitment. Chris is going and Diane expressed interest. Its at the University of Brighton and the date is 22 nd November, 10-30-12	Chris
11. Christmas meal		
11.1	The Christmas meal is on 13 th December. 3 courses. Wendy is happy to produce the booking form. Chris and Judith will ensure she has the details to put on it.	Chris / Judith / Wendy

11. Sub-Committee Formation etc.		
	These items will be discussed at a meeting on 14 th November.	
<p>11. Any Other Business – Lindsey is assuming that everything is still in place for those with children with special needs e.g. medical passports. Marion said that it is ongoing, and ingrained in the system. An alert comes up if there is a patient who should have help in place but does not. There may be some who want to update it. Wendy said there may be staff, especially new ones, who need input. Marion will speak to admin team about new patients. New diagnosis flags it up but need to check new patients.</p>		

Next and Proposed Future Committee Meeting

Tuesday 14th November at 6.30 pm (no reports - specific items)

Tuesday 16th January 2018 at 6-30pm

Tuesday 20th March 2018 at 6-30pm

Tuesday 15th May 2018 at 6-30pm

Tuesday 17th July 2018 at 6-30pm

Tuesday 18th September 2018 at 6-30pm

13th November 2018 at 6-30pm

All meetings in the Education Room at the Surgery