

ST ANDREW'S MEDICAL CENTRE PPG



Notes of the meeting held on 10th January 2017

Patient Representatives - Jean Dennis, Joyce Drakard, Carol Lee, Ann Loveday, David Marshall, Clare Miles, Ann Norman, John Richman, Jean Richman, Rosie Serpis, Ian Skilling, Mary Skilling, Pauline Thrower Joyce Waller

Surgery Representatives Dr. Diloni Allwin, Dr. Cathy Bruce, Dr. Reshma Rajagopal Susan Saunders (PM)

| | |
|--|--|
| Apologies | Apologies received from: - Marian Sowter, Wiesia Cross, Melanie Knight, Helen Burns, Gill Simms |
| Agree Notes from last meeting, Update action plan | Notes agreed from the meeting held on 18 th October 2016 Actions updated, please see attached list |
| Luke from the Clinical Commissioning Group (CCG) | Explained how the new Prescription Ordering Direct (POD) will work SAMC have been selected to take part in the pilot scheme leaflets are available from the surgery or visit www.westkenthhs.uk for further information. |
| News from Medical Team | Dr. Reshma said following recent events there would need to be changes made to doctor's workloads, Dr Rice will do minor surgery. Dr. Az Heydari joined the surgery in December her speciality is mental health SAMC was the only practice in West Kent to receive funding for the new medical centre Ann Goodchild a national trainer has agreed to become the surgery's diabetic specialist nurse. The surgery is due to be inspected by the CQC (Care Quality Commission) Dr.Reshma thanked the PPG and was very proud that we have a strong team. |
| PPG Fund | The accounts were emailed to all prior to the meeting. The surgery needs to replace three examination couches all agreed this should go ahead and to purchase a tea urn for the PPG social events. |
| PPG Communications | David Marshall outlined proposals and ideas to take the surgery forward with updating the way the we communicate with patients A big thank you David from all in the PPG for your skills and hard work it is very much appreciated. |
| PPG Social Events | The next coffee morning is planned for 1 st April 2017, Ann will hold a meeting with the social committee nearer the time. We discussed having a short talk on a key medical subject at the end of the coffee morning - the subject to be confirmed. We are hoping this event will be well supported as these events help to raise vital funds |

| | |
|--|--|
| PPG Book stall | The book stall continues to do well, please continue supporting. Sue Saunders is going to monitor how much is raised each month and advise Ann. |
| Agenda Items from the Medical Centre | None |
| The Chairperson asked for this item to be added to the next meeting's agenda. | Mr Richman suggested selling Christmas cards at our Christmas coffee morning (date to be arranged) and will bring some samples to the next meeting - another way to raise funds. |
| Meeting Dates for 2017 | Thursday 23 rd March, Tuesday 13 th June, Thursday 28 th September |
| Date of Next Meeting | <u>The Next meeting will take place on 23rd March 2017 at 6.15pm at the surgery please be there by 6pm to help set up as the meeting will start promptly at 6.15pm</u> |

ACTION ITEMS – 11/1/2017 updates since last issued (in red)

| NO | ACTION | Who | Added | Target | Done | Comments |
|-----|--|------------------------|-------|---------|---------|---|
| 85 | Set up brief presentation at next PPG on 'Are you at risk from Diabetes?' | Reshma/Ann Goodchild | 7/6 | 1/4 | | At start of next social morning 30 minutes. Open to all but some SAMC targeted patients to be invited |
| 86 | Plan other talks on key medical issues to be held at start of PPG meetings | SAMC & PPG | 7/6 | tbd | | Possible subjects: Obesity prevention (could target parents and what they can do for their children) Dementia; Prostate; Paediatric first aid |
| 87 | Invite patients to join PPG | SAMC & PPG | 7/6 | tbd | ongoing | |
| 92 | Purchase new items for surgery | Sue | 18/10 | 1/11 | | 4 blood pressure monitors for patient loan now purchased; also agreed to purchase: 1 electronic tablet for nurses sharing management of patient treatments; 3 exam couches; tea urn for socials |
| 93A | Agree approach and implementation of comms plan | Sue/Tanya/Debbie/David | 1/11 | 31/1 | | |
| 93B | Review communications plan at PPG | David/SAMC | 1/11 | 23/3 | | . |
| 94 | Draft/edit/publish Newsletter | Reshma/Sue/David | 17/11 | Feb 1 | | PPG members to suggest items to David |
| 95 | Communicate new telephone repeat prescription process to patients | David | 10/1 | 17/1 | | |
| 96 | Arrange and hold next social | Anne and team | 10/1 | 1/4 | | |
| 96 | Publicise next social | David/Anne/John | 10/1 | Feb/Mar | | David for website/screen/newsletter; Ann/John/others local parish newsletters and SAMC flier |