

## Wilsden Medical Practice Patient Participation Group

### Minutes of Meeting - Monday 6th March 2017

1. **Welcome to everyone from Chair**
2. **Present:** Jenny, Gill, Trish, Ian, Judith, Jamie, Wendy
3. **Apologies:** Chris, Dave, Anita, Margaret, Sylvia
4. **Minutes of meeting of 6<sup>th</sup> February 2017** approved
5. **Matters arising:** covered on agenda
6. **Treasurer's report** No change
7. **Practice Manager issues:**
  - Still waiting for new electrical work at Cullingworth before TV screens operational
  - Still unable to recruit to salaried GP post
  - Clarification given regarding nurse appointments. If wanting blood tests/cholesterol check/BP checks then need to go to doctor first unless referred by another clinician such as podiatrist.
  - Warfarin survey nearly completed and Suzanne will liaise with Jamie who volunteered to analyse
  - Request from Michelle that telephone survey be put back until end of April as some teething problems still to sort
8. **E-technology/data design and analysis:**

Wendy had agreed to circulate the results of the men's survey which Dave had analysed but this would have meant a large amount of photocopying so each person given a copy of the questionnaire and Wendy went through the results. This led to discussion about the questionnaire and things to alter in the future. One possibility was that extra information should be obtained as to whether, for example, someone had a chronic illness such as diabetes which would automatically involve cholesterol and BP checks. There was also discussion about the health question which produced a list of symptoms that participants would look out for but nothing on wider health issues such as diet or exercise. If leaflet reproduced then need to think about being more specific.
9. **Survey reports:**
  - Warfarin – see above
  - Mums and Babies – Gill starting survey at Cullingworth next week and Margaret to cover Wilsden. These seen as pilot projects with possible extension to community toddler groups 'Hard to Reach' – still pending
  - Schools – agreed to hold a special planning meeting at 11.30 on April 3<sup>rd</sup> with single agenda item of planning for the schools' surveys.
  - Telephone – request from Michelle – see above. Judith has done a draft timetable and this will be confirmed at our next meeting
10. **Information leaflet** - still pending. Discussed with Suzanne that could be a joint project with the Practice and give out information such as the music in the waiting rooms (If had radio or CDs then could not pay for nurse)
11. **Open Day:** agreed not to go ahead this year
12. **'End of Life'** – a special meeting at 11.30 am on 8<sup>th</sup> May, before usual PPG meeting with sole agenda item of planning another 'End of "life" course
13. **Terms of Reference/constitution:** Time was spent discussing the 'Constitution' which Jamie had drawn. There was considerable discussion with some amendments and clarifications such as around the name of the group and who can attend. Will be presented for acceptance at AGM in April. Thanks to Jamie for his work.
14. **Recruitment:** as we have 12 active members, agreed not to recruit in the immediate future but this would not rule out including someone who it was felt would have a lot to offer.
15. **Local PPGs meeting:** Meeting next week

**16. CCG/Network report:**

To note that Practices using 'Physio First' would have to pay for the service.  
,Access Plan' updates required soon. Wendy had already sent a draft to Partners for approval/signing off

**17. Admin etc.**

Notice boards}  
Magazines} all up-to-date  
'Comments' boxes}

**18. AOB:** none

**19. Dates for year: 3rd April, 8th May, 5th June, 3rd July, 7th August, 4th September, 2nd October, 6th November, 4th December**