

MINUTES OF THE PATIENT PARTICIPATION GROUP MEETING

25th February 2010

Datchet Health Centre

Chair: Bill Joy

1. Present

Anthea Christie, Dr. Adrian Dalton, Suresh Gogna, Kate Grinstead, Karen Holmes, Bill Joy, Vivien Walton.

Apologies: Pam Curry, Sheila Ferguson, Tony Griffiths.

2. Minutes of Last Meeting

It was agreed that the Minutes of the last meeting represented an accurate account of events and no amendments were suggested.

3. Matters Arising

Datchet Building Project

Adrian confirmed that the extension to the building at Datchet was proceeding, with building scheduled to start on 8th March. Tenders were put in from 5 building companies and one has now been accepted. It was agreed that it would be a good idea to have a 'Training Project' tab on the home page of the practice website and for a page to be developed. Adrian volunteered to do this piece of work. It was also suggested that an information sheet could be developed for patients who do not have internet access.

Practice Website

Bill asked if there should be a tab on the repeat prescription order page for the sender's e-mail address to be entered. Karen will look into this.

4. Asthma Health Education Evening

All the speakers for the above event have now been confirmed. Bill has visited the hall to check the position of the projector and screen and lights. The screen is available at the hall and two extension leads are also available. Bill confirmed that the lighting is good. He hasn't checked the radio microphone, but one is available for use. Adrian will advise the speakers that they should bring copies of their presentation on a memory stick or CD in Powerpoint format. Karen will now write to stallholders and Adrian will produce the leaflets and posters. Adrian will write to

Wraysbury Parochial Charities requesting a donation – Karen will forward the contact details. It was agreed that the PPG should ask for a donation of £300 to cover the costs of hall hire, refreshments and printing.

5. Wraysbury

There is nothing further to add about Wraysbury at the moment. The partners are meeting with PCT managers on Monday 1st March. Anthea said that she felt strongly that patients in Wraysbury should be told what is happening when appropriate.

6. Practice Leaflet

The current practice leaflet was discussed. Kate has looked through it and has come up with some suggestions. Anthea has already suggested that Wraysbury contact numbers should be included. It was agreed that it would be a good idea for a sub-group to be set up. Kate, Adrian, Suresh and Anthea will form the sub-group.

7. PCT Complaint

It was confirmed that Jacky Walters at the PCT was due to get back to the PPG by the end of January and that the PPG had agreed to chase this matter up if this didn't happen. Karen will talk to Tony about writing a follow-up letter.

8. Any other Business

Healthlink

Karen gave a short demonstration around a new television-based health promotion service for waiting rooms. Kate thought that it was a good idea and would reach younger age groups. Other members were less keen on the concept. It was agreed that Karen should find out if it is possible to view this facility elsewhere and will arrange for 2 PPG members to accompany her on a visit to see it. Vivien and Kate volunteered to accompany Karen.

Minutes of Meetings

Karen has discussed the difficulties that she has around workload with Sheila, which will probably increase with the building project. Sheila has agreed that it would be reasonable to ask a PPG member to take on this task. Bill offered to do the Minutes of each meeting and Sheila has said that she is happy to check them before they are distributed.

Vote of Thanks

Karen proposed a vote of thanks to Bill for updating the practice laptop. It was agreed that it would be beneficial if Bill could do this on a monthly basis.

Deputy Chair

Bill asked if the group needed a Deputy Chairman. It was agreed that the best way forward would be to ask Sheila if she feels that she needs some support.

9. Date of Next Meeting

The next meeting will be held on Thursday 15th April 2010 at 1.45pm.