

MINUTES OF THE PATIENT PARTICIPATION GROUP MEETING

4th November 2010

Datchet Health Centre

Chair: Sheila Ferguson

1. Present.

Anthea Christie, Dr Adrian Dalton (partner), Suresh Gogna, Kate Grinsted, Karen Holmes (practice manager), Vivien Walton, Bill Joy (minutes secretary).
In attendance, with a view to joining:- Anita Kapur, Chris Smith.

a. Apologies: (Please send apologies to the Minutes Secretary)
Pam Curry

Tony Griffiths The group received the sad news that Tony died recently. He was an active and valued member of the group from its inception until his resignation at the last meeting. Adrian said he would ask the Friends of DHC to make a suitable donation in his memory, and be represented at the funeral if possible.

2. Minutes of last meeting.

It was agreed that the minutes of the last meeting were an accurate record.

3. Matters arising (not covered by the agenda)

a) Liaison with local PPGs.

Sheila reported that she had not yet approached any nearby practices to find whether they had PPG's or not. Karen said she would ask neighbouring GP practices if they had a PPG at the next Locality meeting. It will be useful to have contact details for possible future networking.

b) Wraysbury 'flu jab clinic.

Patients had said they were pleased with the refreshments provided by Anthea, Vivien and Sheila.

4. Booking appointments on the internet.

Karen said the new EMIS system was working well, around 300 patients were already registered. Bill commented that he had a double appointment with a nurse and the limiting of the number of appointments to two would prevent him from making an appointment, on line, to see his doctor. He asked if doctor and nurse appointments could be counted separately, or the limit raised. Karen explained these restrictions were built into the system and were beyond the control of DHC. Bill added that he had exercised all other features of the new system; they all worked and he was impressed. Karen mentioned that the prescription ordering site had been improved and would be easier to use

5. DHC building works.

The actual building work was completed at the end of October, but the newly added space can not be used until it is furnished and fitted. The release of funds to cover this work is

subject to the completion of certain formalities by Datchet Parish Council, the date for which is uncertain.

In the meantime, Kate undertook to assist Karen in planning the layout, positioning of chairs, magazine racks etc and the size and location of a PPG notice board

6. Practice leaflet. (Previously described as the Patients Booklet)

Adrian said he had completed the final part; the text had been approved by the partners. The leaflet would be printed soon and be available to new patients. Making it available to existing patients was briefly discussed. Adrian said he would arrange to have it in a new section on the DHC website.

7. Ideas for next Health Education evening

Sheila, who had circulated draft proposals for arthritis and dementia as possible subjects, invited comments and additional proposals. There were no additional proposals and, after a short discussion, Arthritis was selected as the topic for the next meeting.

Bill tabled a draft Guide for Speakers which it is hoped will help ensure that all slides shown at the future Education Evenings are clear and legible. He also suggested that a DHC slide show could precede the main business. His examples included an audience survey on acceptable font sizes.

A sub-group was formed to manage the details and arrangements for the evening, to be held in April, but avoiding Easter. The sub-group comprising Adrian, Anthea, Anita and Suresh (and Karen as and when needed). The group will meet before the next PPG meeting and report back.

8. December newsletter

Topics agreed were

- a) Practice leaflet (as per minutes of the previous PPG meeting)
- b) Health Education evening
- c) On-line bookings
- d) Continuity of care (Adrian)
- e) Prostate cancer (Sheila will ask Dr Chan to check this article)
- f) Still time for flu jabs
- g) Sponsored bicycle ride and Windsor Half Marathon
- h) Request a piece by Rhian, with photo, about her experience in the practice as a trainee.

9. Any Other Business

Anita and Chris became full members of the PPG

10 Date of Next Meeting

Thursday 13 January 2011 at 1:45pm in the DHC meeting room.