

Name of Meeting: Patient Participation Group Meeting			
Meeting date	02/03/2015	Minutes reference	No.5
Special provisions	None		



Attendance

Oluchi Uduku	OU (Chair)
B Veale	BV
J Farrell	JF
N Okafor	NO
K Pryce	KP
S Chumber	SC
N Patel	NP
Dr M Yisa	MY (GP)
N Anyanwagu	NA (Minutes)

Apologies

O Mosaku-Thomson	OM
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1	Introductions	Action
1a	All attendees introduced themselves. OU informed the attendees that she has registered the practice with The National Association of Patient Participation.	Note
1b	OU requested that members provide their email addresses to enable minutes, invitations and future agendas to be sent via email. Members agreed to use Initials in the minutes rather than their Emis numbers.	Note
2	Update on events at the surgery	
2a	Staff: Attendees were informed that Vicky Hunt the former practice administrator resigned on 16 th Feb 2015.	Note
2b	OU also told participants a new GP, Dr Ajigini would soon be joining the surgery. The PPG inquired about the number of doctors the surgery currently have, OU confirmed that the practice now has 5 doctors and hopeful will have 6 doctors in April 2015.	Note
2c	NHSE Bid: OU presented the Woodlands Health Centre Expression of Interest submission for primary care Infrastructure fund being awarded by the Government. She informed everyone that David Cameron allotted £5 billion for premises development in GP surgeries. Surgeries have been requested to submit bids. Woodlands Health Centre has submitted a bid of £1.2 million and currently awaits a response.	Note
2d	JF and SC queried the need for the extension of the building. OU explained that the practice needed to keep within the specifications of the bid and provide additional resources to improve the customer experience and reduce	

	unplanned admissions in near-by hospitals. The surgery requires: additional consultation rooms; a healthy life-style suite; teaching rooms; administrative offices and conference rooms for meetings.	Note
2e	Online Access to records: OU mentioned that it is an NHSE requirement to provide patients with a summary of their medical records online. This will enable patients to have access to their records. NO and SC questioned the need for this provision. MY highlighted that this will only be an overview of patient's medical records.	Note
2f	Care Connect: OU distributed the 'Connect Care' NHS leaflet to the group. Connect Care is a new secure system which will allow sharing patients' information safely between staff directly involved in patient care such as GPs, hospital staff, district nurses, occupational therapists and social workers. Patients will be able to opt out of Connect Care.	Note
2g	Friends and Family Update: OU informed the PPG that the friends and family Test has been introduced by the NHS to get patient feedback at the end of surgery visits. Patients may have noticed text messages asking about their experience at the surgery recently. There is also additional information on the practice website.	Note
2h	Website Update: OU informed the PPG that it is now possible to order repeat prescriptions and view summary of medical records online.	Note
3	Presentation/Talk	
3a	Cancer: MY one of gave a talk on cancer and the importance of the Two-week rule. He also answered questions asked by the PPG members	Note
4	AOB	
4a	Patient's Waiting Times: The PPG queried the reason for recurrent long waiting times at the surgery; PPG also pointed the need to communicate with the patients about any delay in appointment times via text messages or calls. OU agreed to review this with the doctors and the reception team.	OU
4b	Membership: PPG inquired if they have been registered with the Joint National Association of patient participation group. OU responded that the PPG is now registered. OU&MY encouraged all to invite friends. So that all age groups, race & creed will be represented in the group.	Note
5	Date of Next Meeting	
5a	01. 06. 2015	

PPG MEETING DATES: (First Monday of the Month)

DATE	DAY	MONTH
07.09.2015	MONDAY	SEPTEMBER
07.12.2015	MONDAY	DECEMBER