

Patient Participation Group – 17th May 2018 - 4.00pm

Minutes

Present: LB, ST, AH, CY.PM and Anita Hampson – Practice Manager

Apologies: TG, KS, AS, CS, MT

Resignation: GH JJ moved to virtual membership.

1. Introductions and welcome	All.
2. Minutes of last meeting	Accepted as correct
3. CCG/Prescribing Update	<p>This is now concentrating on not prescribing medications that can be bought over the counter. Some such as paracetamol, sun cream, calpol, vit D, anti - hay fever medication. There will always be a few exceptions at the Dr's discretion. Pharmacy First could be used. Also the use of generic drugs to be encouraged. These measures will come into effect from the end of May. There is a Leeds wide initiative.</p> <p>Separately Chemists are going to be asked to stop from reordering drugs because of the amount of waste this generates and safety issues. Dosset boxes will still be available from them. All new patients are being asked to order prescriptions on line unless unable to do so or are in a nursing home.</p> <p>Electronic prescribing is taking over and the Dr signs these digitally and they go to the pharmacists. No paper involved at all. Drs can still authorise yearly predated prescription but if medication changes these have to be cancelled.</p> <p>Dr Frith is to set up a work group. AH and CY volunteered to be involved.</p>
4. Collaborative working	<p>Extended Access is coming to Wetherby and the Wetherby hub will open 2nd June on Saturday mornings. Only pre booked appointments will be seen by a GP, Nurse or HCA. It will not be the usual Dr that you see.</p> <p>Any medication enquiry will be referred to a virtual pharmacist and a telephone appointment made where the pharmacist will ring to discuss.</p> <p>Some Leeds practices are opening – Rutland Lodge, Otley and Wetherby. Pay for the staff comes from a federation made up from all surgeries.</p> <p>Working to an 8-8 service in the future but underfunded.</p> <p>An appointment can be made with a mental health worker for low level mental health problems. A musco-skeletal</p>

	<p>worker will also be available. Dr Ellis Rickwood is now the recording heard when phoning the surgery. Research shows that information given out by a recognisable voice is more accepted.</p>
<p>5. Alec Shelbrooke MP</p> <p>Action LB</p>	<p>No response regarding attending the tea party</p> <p>Liz to contact again about extra housing on Spofforth Hill plan application from North Yorks.</p>
<ul style="list-style-type: none"> • PPG work • GPDR • Tea Party 5th July 	<p>See the attached appendix.</p> <p>All members who haven't already need to contact Anita to update their contact status.</p> <p>NHS 70th birthday party. LB and husband have kindly donated a banner advertising this – thanks you. Any suggestions as to what to put on the banner welcome. We have received some information from NHS England which we will use on the day. Suggestion to put a poster in Morrisons who have also been approached to support the event. However, in order to qualify we were asked to change our name which is not possible. The practice is happy to supply drinks and cups. Please could members of the group consider contributing a cake or buns. The staff at Crossley St have already offered. Any information about the NHS in the past will be welcome and what happened before it was introduced. We will also have on display the Rights and Responsibilities leaflet that we have used before. Inform Crossley St school and Anita is willing to talk to the children. We need to have a further planning meeting before the next official one. Anybody interested please inform Anita. Members helping on the day need to attend at 1pm.</p> <p>CY willing to monitor this group. Anita has contacted all those on the list at the moment saying that they need to confirm that they are still interested. Only 3-4 members have replied. We need to verify how much and what information is sent out to these members. This needs to be recorded in the minutes.</p>
<ul style="list-style-type: none"> • Virtual group • Newsletter 	<p>A draft has now been drawn up which will be sent to Beth after 3rd June for printing and made available for patients in the waiting areas and on line.</p>

AOB	The surgery is strictly following rules for ordering ambulances. This has caused some concern but we endorsed that where at all possible patients should make their own arrangements for transport to hospital appointments.
Next Meeting	28th June 4-6pm in the upstairs meeting room. Crossley St Surgery

Appendix 1 – Crossley Street Surgery, PPG, Task responsibility/ACTION PLAN

TASK	DETAIL	RESPONSIBILITY
Purpose of Crossley Street Surgery PPG	<ul style="list-style-type: none"> • Terms of reference document • Structure • Operational Ideas 	CY
Membership	<ul style="list-style-type: none"> • Managing new members • Virtual members group • Managing email contact 	CY AnnH
Increasing membership		
Noticeboards	<ul style="list-style-type: none"> • PPG boards x 2 • Health Education Board 	Back to the Practice
Meetings	<ul style="list-style-type: none"> • Agendas • Chair • Minutes 	AHamp AHamp AnnH
Health Promotion		
Events		AH (more needed) KS, ST, LB, MT
NAPP		EB
PPG Website area in Practice website	What is required?	AnnH/ST
PPG Newsletter		ST, LB, AnnH
Liaison with outside organisations		

Please try to volunteer where there are still spaces.