Core Group - Patient Participation Group - Watlington and Chalgrove GP Practice

Minutes for Meeting held September 8, 2015

Present; Carole Montague
Dave Lee
Neil Topping
Lynn Baker
Roger Beattie

Apologies;

Next Meeting; September 23rd 7.00 pm Chalgrove. (Full group)
NT Chair. EC minutes.
October 27th 10.00 am Chalgrove. (Core Group)
Chair and minutes to be decided.
November 24th 10.00 am Chalgrove. (Core Group).
Chair and minutes to be decided.

Business

1. Minutes from July 14th approved.
   - RB reported that the Watlington Club is now closed
   - RB reported that the Cherwell District Council holds the bookings for the Health Bus
   - Agreed to put the Watlington and Chalgrove Health Fair on the agenda for Sept. 23rd meeting. Ann Reid is in contact with Benson re their 2015 Health Fair event

2. Practice Update by CM
   - Dr Nicholson is retiring from the practice at the end of December 2015. Recruitment process is now in hand
   - Receptionist recruitment is also in hand for an immediate appointment
   - Touch screen check in system. This is now approved in principle and when the funding is released the scheme will be introduced to Watlington surgery for a 60-90 day period to familiarise staff and patients to it. CM will advise the PPG if members are needed to help with this process
   - Carer support groups. Watlington group is dormant at present. Agreed to ask Audrey Mainwaring to report on the Chalgrove group at the Sept 23rd meeting
   - The Practice is beginning to plan for the future increase in population consequent on the new housing planned for Watlington and Chalgrove
   - Practice website. Work is in progress to update this
   - Early weekday appointments in Chalgrove. The surgery is now offering 7.30am appointments in Chalgrove on a Tuesday only. This is part of the Practice's Enhanced Service Provision and is intended for patients who are "commuters" and other patients who are unable to attend for an appointment at any other time.

3. Flu days
   - Watlington surgery date is 14th October 9.00am to 3.00pm. Chalgrove surgery date is October 20th for the same time period. PPG members will be needed to help at both surgeries. Agreed to ask members to volunteer at Sept 23rd meeting
   - CM expressed the concerns of the Practice that pharmacies with the appropriately qualified staff can also give the flu vaccine - there is no shingles vaccine at the pharmacies; confusions could arise and patients receive 2 doses of vaccine; people may not know that the flu vaccine has a time limited effectiveness and therefore if received too early it may not cover someone for a later outbreak of flu

4. Newsletter suggestions
   - EC reports that a useful link has now been made with the 2 pharmacies. PPG Newsletter is now available in each. Chalgrove pharmacist will write about the electronic prescribing system for the next newsletter
   - EC suggests that a printed paper form of newsletter may be more popular than an email version

- Agreed that we would approach the editorial teams of the Link and the Watlington Parish News to see if they would welcome regular PPG newsletter items for publication
- The group thanked EC for all her work on PPG communications

5. SELF update by NT
   - Audit of PPGs requested by OCCG. NT will circulate the questions that need our response by Sept 25th. Agreed that DL will include these questions when emailing the agenda to all members for the meeting on Sept 23rd. He will also encourage members to respond by email to NT ideally well before the meeting date
   - Volunteers for research projects. CM puts all this information on the notice boards in the entrance halls of the surgeries
   - Antibiotic prescribing. CM reports that our Practice has a higher than average prescribing rate and they will be looking into this to check for appropriateness and accuracy
   - Specialist dermatology service. CM reports that the Practice now has the diagnostic machine that will enable more skin conditions to be diagnosed by the GPs and so avoid Hospital referrals where possible. Clinicians will be trained in the use of the machine during October
   - Electronic prescribing. CM reports that this goes live on Nov 10th. It will not cover controlled drugs at that point
   - Email consultations. CM reports that this has been discussed by the Practice and there are no plans to do this at present owing to the potential pitfalls involved
   - Friends and Family feedback. CM reports that there is a low response rate of 1 or 2 a month. To encourage a better response the Practice has now put a more suggestion oriented form in the waiting rooms alongside the F and F forms, with a box to put them in
   - PPG projects for consideration. Supporting older people to engage in ways to prevent breakdown in health. Sonning PPG runs a group for this using a facilitator from their patient population. Group members would like more information about this

6. Schools Project update by LB
   - Julie Quarrell (head teacher Chalgrove Primary school) has now received the report of the meeting between the Core Group, CM and Dr McManus. It is hoped that JQ will continue to support this work and will engage the school with creating some of the resources for young people that the Practice has agreed to
   - Helen Moss-Black has offered her support for the project forward but is unable to lead on it
   - Agreed that on Sept 23rd we would ask the wider membership if anyone else would like to become involved
   - NT stated that it is hoped that we can start the process for engaging Icknield school pupils in a similar piece of research. Dr. Rachel Bray will need to be asked if she can be available to help with this, and if so, when
7. Agenda for Sept 23rd
   - Introduction
   - Talk by Children's Centre Manager, Helen Rints
   - Flu days - Carole Montague
   - Carers support group update - Audrey Mainwaring
   - Practice update - Carole Montague
   - Schools Project update
   - Health fair
   - PPG audit - Neil Topping
   - AOB

8. AOB
   - Next SELF meeting. Nov 5th 10.00am in Goring
   - DL raised the possibility of the PPG offering a First Aid course staffed by St John's Ambulance

Action Points	
Who	**Action**
Roger	• Contact Watlington Parish News editor re proposal to put regular PPG newsletter features in the magazine
Lynn	• Progress the school project with JQ and ask Dr Rachel Bray if she is available to run a research project at Icknield school • Contact Link editors re proposal to put regular PPG newsletter features in the magazine
Neil	• Contact Helen Rints re inviting Cllr Harrod to the Sept 23rd meeting • Contact Sonning PPG to develop our knowledge about their support group for older patients
Dave	• Produce and email agenda for general PPG meeting Sept 23rd • Include the questions for the PPG audit in the email and encourage a prompt response back to NT
Carole	• Contact Cherwell District Council re availability of Health Bus for May Fair 2016 • Contact Audrey Mainwaring regarding Carers Support Group Update