St Luke’s Primary Care Centre – Patient Participation Group

Meeting Minutes

# June 25, 2014

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| Present: | Joan Randall (Chair), Graham Jamieson (Practice), Christine Churchman, Moira Chapman, Ray Chapman, Tom Tarry, Shirley Brown, Liz Tregonning, Chris Page, Geoffrey Beedell (Patients) |
| Apologies: | Catherine Donaldson, Pauline Robinson (Patients) |
| Next meeting: | 16th September, 18.15hrs, St Luke’s |
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## Previous Minutes (18/03/14, 23/04/14, 20/05/14)

Agreed

## Matters Arising (18/03/14, 23/04/14, 20/05/14)

Nil

1. Adopt Constitution

GJ happy to accept on behalf of Practice

To be sent to Mini to be updated on Practice Website

1. AGM Forum

To be held on September 16th

Chairperson, Vice Chairperson and Secretary – Key Appointments

Following have agreed to put themselves up for Election:

Chairperson Moira

Vice Chairperson Christine

Secretary Geoffrey

JR to approach non-attendees to determine their interest

Consideration to be extended to Vice Secretary Post

Agenda to be formalized and sent to Mini

Practice Notice Board to be used to display Agenda (GJ)

Early Autumn Newsletter to contain PPG Update (GJ)

1. Practice Update

* Doctors

Dr. Faifal – Registrar – finishing Practical Work. Becoming Partner as of 01/10/14

Interviews taking place for 2 Applicants on 26/06/14 for 1.5 Posts

15 Doctors at practice equivalent to 11/11.5 Full Time

21,300 Patients currently registered – Crucial figure being Number of Patients per Doctor

* CQC

GJ outlined Development Opportunities for 2014

* Patient Questionnaire

GJ outlined Development Opportunities for 2013/14

Telephone System had to be extended – unstable

Voice Connect now added – Soft Launch

Signs are good re usage

Appointments also via website

* Graham Jamieson

Retiring 31/10/14 – Interviews completed for replacement. 01/10/14 start date proposed.

1. Out Reach / CAB

Pharmacy Licence had to be applied for

Social Services not interested at this stage

Practice had paid for CAB to attend one day per week – patients did not attend and no benefit to Practice who is not prepared to pay in future.

1. PPG PowerPoint Message

Ray to update Brian’s original presentation and send to Mini / GJ

Slide to be added for AGM Dates

GJ unsure as to if email address is appropriate

Updated presentation to be displayed in Practice (Mini)

1. Next Meeting AGM

16th September, 18.15hrs, Practice