

DICKENS PLACE SURGERY

MINUTES OF MEETING HELD THURSDAY MAY 30TH 2013

Attendees: Dr T M Baylis, GP (TMB), Annette O'Toole, Practice Manager(AO), Irene Perry, Systems Manager(IP), Mr MR, Mrs MN, Mrs SB, Mrs KW, Mrs TW, Mrs MA.

Apologies: Mrs AC and Mr JB

AGENDA ITEM	DISCUSSION	ACTIONS
Minutes of last meeting	Agreed	
Matters Arising: Noticeboard	The meeting was informed that the noticeboard requested by the PPG for their use in the practice was purchased and will be installed in the near future.	AO to inform the group when installed.
Officers – Chairperson Secretary	Confirmation from group Mrs AC to be chairperson. No volunteers as yet for secretary.	AC to confirm acceptance. To be discussed at next meeting.
Action for family carers - SB	Mrs SB informed the meeting of the Action for Family Carers Organisation, who provide information and equipment for carers of all age groups. Further information was requested regarding what the org offers e.g. equipment. Mrs SB offered for speaker of FC Org to attend future meeting.	Speaker declined. SB to investigate equipment
Phlebotomy Clinic	TMB informed the meeting that the practice had researched the possibility of a phlebotomy clinic. Due to present lack of space and existing rooms always being occupied this is not feasible at the present time.	
Unused Medication	Information was requested regarding disposing of unused medication. TMB informed that drugs cannot be re-issued and should be taken to pharmacy for disposal.	
Capping of patient appointments	Discussion regarding capping of appointments was shown of the TV news by Mrs MN. Mrs KW advised further press release stating this not to take place.	Mrs KW to email copy via surgery to Mrs MN
Purpose of the PP Group	Mrs SB questioned the purpose of the group and it's worth to the practice. A discussion regarding the remit and structure of the group ensued. It was suggested by TW that an active patient group could meet	AO to obtain information regarding NAPP and forward to

	<p>separately from the practice to form an agenda prior to the PPG meeting. They were informed of the National Association for Patient Participation which supports and promotes patient groups in primary care. A virtual PPG via the internet was briefly discussed.</p>	<p>group.</p>
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Next meeting proposed Thursday 29th August 7.00pm