

Robert Frew Patient Partnership Group
Minutes of 16th Meeting Held 19th September 2011
At The Robert Frew Medical Centre

Present

Jacqueline Coleman Chair
Gareth Williams Vice Chair
John Langley Secretary

Carole Groves, Dr Ogunsanya, Ernie Tomkins,

The meeting commenced at 6.47 pm.

16/01 Apologies

Apologies were received from Jennifer Wall, Jayne Bevis and Colleen Shelley.

16/02. Minutes of meeting dated 15th August 2011 & matters arising.

16/02.1 Due to the absence of both Colleen Shelley and Dr De Silva, reporting on the results of the investigation into System 1 supporting automatic text messaging (original item 15/02.1) was held over till the next meeting. CS
Dr DS

16/02.2 Confirmation of better access to Phlebotomy Tests (original item 15/02.2) is still awaited from the P.C.T. and it was decided to monitor this item pending an improvement (or deterioration) in the service. All

16/02.3 Consortia web site information (original item 15/02.8) had still not been received from David Thompson. Dr Ogunsanya undertook to contact David direct to establish the current situation. Dr O

16/02.4 An e-mail has been circulated from the P.C.T. concerning funding of wound care and suture removal (original item 15/03). This states "*that the secondary care wound management LES will not be automatically withdrawn at the end of the six month pilot. The LES will continue until such time as an audit of the LES is undertaken and the outcomes of the audit are known.*" In the light of this information the group decided to hold this item over until the audit results are available.

16/02.5 Review of the New D.E.S (original item 15/05) was held over till the next meeting to allow Colleen Shelley to report. CS

16/02.6 The group were aware that the practice website showed the ability to book appointments and repeat prescriptions on line (original item 15/08) but that the function does not work. Dr Ogunsanya said he would take this up at the next Practice Management meeting and the group agreed to support him in this with a letter from the P.P.G. to the partners. Jacqueline Coleman, as Chair of the group, undertook to write and send this letter. Dr O
JC

16/02.7 Gareth Williams provided drafts of both a P.P.G logo and an Acronym list and he was thanked for his initial efforts. He will continue to finesse both and any input from other group members will be appreciated. GW
All

16/03 Review of September 10th Open Day

16/03.1 Following a group discussion it was agreed that the main areas requiring attention were Advertising, Funding, Attractions and Medical Test availability.

16/03.2 Each of these major items gave rise to a number of suggestions for improvement which John Langley agreed to collate and circulate separately.

JL

16/03.3 The group recognised that the day had also provided a good team building opportunity for both group members and surgery staff to all get to know each other better.

16/04 Attendance at S.W. Essex P.C.T. A.G.M.

16/04.1 It was agreed that, if possible, a representative of the P.P.G. should attend the South West Essex P.C.T. Annual General Meeting to be held in Basildon on September 28th. Carole Groves volunteered to do this should she be available on that day.

CG

16/05 Review of Welcome Pack

16/05.1 It was decided that the welcome pack should consist of two parts. Part one to be an overall explanatory letter which reception staff can provide to any patient requesting further information. Ernie Tomkins has already provided a draft for this which John Langley agreed to 'top and tail' and then circulate to the group.

JL

16/05.2 Several proposals were made for documents to be included in part two and John Langley also agreed to collate and circulate these.

JL

16/06 Assistance at Flue Clinics

16/06.1 The group agreed to provide assistance at this year's series of Flue clinics and to liaise with Jayne Bevis regarding when and where their efforts could be best used.

JB
All

16/07 Fund Raising for Equipment

16/07.1 This item is held over till the next meeting to allow Jayne Bevis to be present to provide more specific information.

JB

16/08 Date of Next Meeting

16/08.1 The next group meeting will be held on Monday 17th October 2011.

16/09 A.O.B.

16/09.1 Ernie Tomkins provided a form for altering our N.A.P.P details which John Langley undertook to complete and return.

JL

16/09.2 There being no further business the meeting closed at 8.19 pm.

Robert Frew Patient Partnership Group
Minutes of 16th Meeting Held 19th September 2011
At The Robert Frew Medical Centre

Signatures

Chair

Vice Chair

Secretary

Treasurer