**Leeds City Medical Practice and Parkside Surgery**

**Notes from Patient Participation Group meeting held Wednesday 27th September 2017**

**Present**:

Patients: Mr Brian Beadle

 Ms Kelly-Jean Beadle

 Mr Eric Marshall

 Mr Terence Sismey

Practice: Dr Sophie Sira – GP Partner

 Guy Ferrett – Assistant Practice Manager

Apologies: N/A

1. Welcome and Introductions

Guy Ferrett welcomed members to the PPG meeting and commenced introductions.

1. Notes and Actions from Previous Meeting held 17th May 2017

PPG member uncertain if minutes from 2 meetings before were sent out; believed Steph, Dr Sira and Bernie Highfield present.

**ACTION -** **Guy Ferrett to check sent PPG emails and recirculate minutes if not sent.**

The PPG group reviewed actions from the last meeting. Guy Ferrett confirmed that practice website had been updated to include a link to the CCG website and demonstrated location of relevant page on website (Leeds City Medical Practice Home Page>Patient Group). Also confirmed there was a new notice board dedicated to the PPG in the reception area, and NAPP subscription was live with 2 newsletters being sent already.

PPG group discussed the NAPP newsletters and understanding that feedback was requested from the PPG regarding NICE prescribing guidelines.

PPG member raised issue of correspondence that gets circulated by email may need to be printed for non-IT users. Dr Sira suggested that leaflets and information can be printed and posted to members if requested.

Thanks given to members for all comments Bernie Highfield received regarding the practice leaflet. Guy Ferrett confirmed there was a new patient online form created and that copies were available on the desk. Also confirmed that practice website had been updated to include a link to the CCG training calendar, and that a link had been used so that the information on surgery website would remain up to date.

PPG members made aware work was done at Parkside regarding the foliage; however the main bushes by the gate were not trimmed, so property management have been informed these are the main problem.

Guy Ferrett confirmed Bernie Highfield had contacted property management at Parkside regarding the chemist parking in the disabled bays. PPG members confirmed this was still happening and also happening at Beeston Hill site with patients.

 **ACTION – Guy Ferrett to raise again with Property Management.**

Call screen message settings have been adjusted to try and extend the time displayed, however PPG members had not noticed any difference in length of time shown.

**ACTION – Guy Ferrett to adjust local PC settings to try and extend time displayed.**

1. Terms of Reference Review

Bernie Highfield presented the amended Terms of Reference for the Group, thanking members for comments already submitted. PPG members to provide any further comments to Bernie Highfield by the end of May 2017

**ACTION** PPG members to submit any further comments on the Terms of Reference to Bernie Highfield by 31st May

1. Membership of National Association for Patient Participation (NAPP)

PPG members agreed to membership of the National Association for Patient Participation (NAPP), funded by the Practice.

**ACTION** Bernie Highfield to arrange NAPP membership

1. Practice Website

The Practice were updating their website and invited members to comment on the two designs available. The two designs were live GP practice websites from Cerne Abbas Surgery and Lee Health Centre. Members were unanimous, preferring Cerne Abbas Surgery design. The PPG group discussed website content and suggested greater detail for doctors including male/female and interests ie, paediatrics, womens health etc.. Dr Sira suggested a PPG meeting dedicated to a review of website content, providing protected time for a more detailed discussion.

**ACTION** Future PPG meeting to be dedicated to website content review

1. Practice Leaflet

Bernie Highfield thanked members who had already submitted comments on the Practice Leaflet. PPG members asked that the Leaflet also included information about non NHS services and prices, PALS contact number, in addition to Passport applications. With reference to Patient Online, members noted the patient online application form did not suggest other ID verification other than passport and driving licence. Bernie Highfield thanked members for feedback and undertook to review the Online application form.

PPG members to provide any further comments on the Practice Leaflet to Bernie Highfield by the end of May 2017

**ACTION** Bernie Highfield to review Patient Online application form

**ACTION** PPG members to submit any further comments on the Practice Leaflet to Bernie Highfield by 31st May

1. Patient Charter

Bernie Highfield thanked members who had already submitted comments on the Patient charter

1. Friends and Family Test Result & Response

PPG members noted the April 2016 to April 2017 Friends and Family Test Results. The number of patients who would recommend the Practice continued to be on trend, in excess of 80%. The number of patients who were unlikely to recommend the Practice continued to trend with a low result at around 10% or below. PPG members noted the results.

1. Patient Training and Peer Support Calendar 2017

PPG members noted the CCG Patient Training and Peer Support Calendar of events for 2017.

1. PPG Communications

PPG members asked that the CCG PPG training calendar be publicised on both the noticeboard and the PPG website page

**ACTION** Bernie Highfield to arrange for calendar to be displayed on noticeboard and website page

1. Any other Business

*Parkside*  – One of the PPG members noted the overgrown foliage by the entrance/exit to the car park at Parkside obstructing visibility for car and pedestrian. There was a risk of accident as pedestrians crossing the entrance/driveway from the KwikFit side could not be seen by cars vacating the premises

**ACTION** Bernie Highfield to raise with property management

It was also noted that the chemist was often parked in disabled bay, when all other bays were occupied, preventing disabled patients from parking.

**ACTION** Bernie Highfield to raise with Parkside chemist

*Appointments* – PPG member noted there were few appointments available online. Dr Sira and Bernie Highfield explained the advanced access appointment system, releasing appointments at various times to meet demand. In addition, the Practice operated a doctor triage system where anyone needing an urgent appointment, or unable to get a routine appointment, could speak to the on call/duty doctor the same day. The doctor would either provide a telephone consultation or a face to face appointment,  based on clinical need.

*Patient Call System* – PPG members discussed the system employed to call patients into the doctor from the waiting room, noting that it was easy to miss when the patient was being called due to the brief length of time the patients name was displayed on the screen. PPG members asked if the call system could provide a voice call as well as displaying the name or names could be displayed for longer. Dr Sira and Bernie Highfield explained the current system couldn’t operate a voiced call. The system settiongs would be reviewed to determine any changes which may address the concerns raised.

**ACTION** Bernie Highfield to review patient call system

1. Next Meeting

The next PPG meeting would be held on Thursday 7th December at 12.30pm

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