

**Kiveton Park Medical Practice – Patient Participation Group
Minutes of Meeting Held Wednesday 20 February 2013**

Present: B Daniels (Chair) (BD): K Emsden (KE) : J Hirst (JH):
S Wietscher (SuW): B Winterbottom (BW): S Wylie (SW):
Dr D T Say (DTS): C J Hazle (CJH) from the Practice

Apologies: M Perry: L Simmonite: M White

Minutes of the meeting, with correction to the surname of B Winterbottom, held on 16 January 2013 were agreed.

1. Progress on promoting the Group – details are on the Practice website and have recently been noted on prescription counterfoils where one lady had seen it and initially expressed interest and a willingness to attend this meeting, however had then withdrawn.

Sophie Simmonite from the Practice had designed an A5 Flyer, which those present complimented her on, and which will be inserted in the Practice Booklet and also made available at reception.

It was noted that Group members could promote the Group to friends and also that GPs could raise it with patients, as appropriate.

The Chairman noted the need to consider succession planning.

2. Patient Survey on Physical Activity – KE, SuW and SW had put together the report on the survey and this will be published on the Practice website and copied to the PCT. It was noted that 25% of respondents had expressed an interest in taking part in some form of activity.

KE and SuW had attended a Stakeholder meeting organised by Dr Wallis and also attended by representatives of local organisations such as Kiveton Gym and Todwick bowls club. It was noted that the Otago classes at the surgery have now started.

CJH to arrange a meeting with the sub-committee (KE, SuW, BW and SW) who are to organise the open day, with Dr Wallis. The plan is to have a date in April/May, possibly a Saturday, when local organisations involved in physical activity will be invited to send representatives to meet with interested patients and promote their particular activity.

Other ideas suggested for the Open Day included local publicity, involvement of the press (BD has a contact) and a sports personality. The event could be promoted on prescription counterfoils and with posters and flyers distributed through local organisations.

3. Rotherham PPG Network – BD and SuW had attended the meeting on 30 January when the lead nursing officer had spoken about the work of the Care Quality Commission (CQC) and its impact on GP Practices. The likely move of work from secondary care to primary care had also been discussed. BD said that with the formal change from Rotherham PCT to the Clinical Commissioning Group at 1 April there would be a period of great change especially with the cost savings which had to be made in health care.

Concern was expressed by those present about the impact of the proposed changes on the workload of Kiveton Park Practice and Dr Say said that when new housing developments in the local area had built there had been no consultation with the Practice on the likely impact by way of additional patient demand.

BD suggested that other Group members may wish to attend the Rotherham wide meetings and KE and BW expressed interest – future meeting dates are 17 April, 10 July and 9 October.

4. Appointments System - nine responses had been received from Group members to the short questionnaire which CJH had recently sent out, with the majority of questions scoring 3 or above. Dr Say said that the Harthill appointments system was more straightforward than that at Kiveton Park where advance appointments were made available with other appointments being embargoed for use on the day and this was why patients were asked to call back at 8.30 the next day. When there is high patient demand then the partners add extra appointments to their surgeries. The system has been changed from time to time including a period when telephone triage had been used. Having receptionists ask for some details when a patient seeks an appointment helps to identify those who are very ill and who would, therefore, be seen on that day.

JH said that she was happy with the system and although sometimes there was a wait before being called in to see the doctor during that time she observed how busy the surgery was and how well the reception team dealt with patients.

5. News from the Practice – Dr Reid will return to full time work from next week, James Fletcher has left, Lisa Buttery has been appointed as a part time nurse and Dr Rob Thornton has just started a six month period as a GP Registrar.

6. Date of Next Meeting – Wednesday 20 March.