

# Southmead Surgery

## PPG Meeting

Monday 9<sup>th</sup> April 2018, 18.30

### Present: -

Kevin Blakemore, Chris Parry, Malcolm Simpson, Sandy Sell, Keith Anthony, Tilly Siva (part)

### Apologies:-

Hillary Jones, Tricia Weidner, Liz Simmonds, Georgina McMasters, Judy D'Arcy

### Meeting Notes and Actions: -

- |  | <b>Action</b>  |
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| 1. The minutes of the previous meeting read, discussed and agreed to be correct.   |                |
| 2. Interview with Dr. Siva for the Parish Magazine is postponed and is to be done prior to next meeting.   | KB             |
| 3. The volunteer driver scheme is progressing, but not all CBS checks complete. Sandy is to review progress with Sue Hazell. The scheme will be initiated with the volunteers already enlisted and Sue is to contact those from whom further information is required. A roster of volunteer drivers will be prepared and it is estimated that they will only be needed 3 days per week and that these appointments would be scheduled as emergency appointments only between 12.00 and 13.00. The scheme will be targeted to start in early June. Patients are to be triaged during the initial telephone contact to determine suitability for private car transportation. | SS<br>SH<br>SH |
| 4. Dr Siva joined the meeting and confirmed that Jan would be leaving as of 17 May and would be replaced by a new Practice Nurse starting mid-April, with a further Paediatric Nurse starting mid-May.<br>It was also announced that Dr. Stavely would be leaving in mid-July.<br>Dr. Smee would be returning for 4 sessions per week from mid-August and a further doctor would be recruited for 4 sessions per week at a future date. He expects the practice strength to be stabilised by September.  |                |
| 5. The noticeboards and website have still not been updated with the latest Practice staff information. Malcolm is to contact Sue to liaise on updating of the website.  | MS             |
| 6. Dr. Siva has recorded his Practice welcome message as requested.  |                |
| 7. It was determined that reviewing of appointments made online directly by patients was not feasible.   |                |

## Action

8. An online system for repeat prescriptions of stoma care items has been set up and is operating successfully.
9. Kevin reported that only 20% of patients currently use the on-line access facilities. It was proposed that PPG members would volunteer to attend the surgery, maybe once per month to demonstrate the ease of registration and use. KB
10. The "Carers' Representative" article will be put back for the next meeting. KB
11. With only 5 members attending and only 5 apologies for the meeting it was considered that PPG membership was not as representative as it should be. With over 50 people initially indicating interest, it was suggested that the next meeting be the formal AGM of the PPG and that all individuals on the current mailing list, who wish to become active, participative members of the PPG, attend. A reminder and further invitation will be sent out in advance of the next meeting. CP
12. Kevin is to discuss with Dr. Siva the admin/resource requirements being created by the PPG. KB
13. Date of next meeting is **Monday 11 June at 18.30** in the surgery waiting room. Anyone who is interested in a participative role in the PPG is asked to attend.