**Minutes**

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| **Meeting** | Patient Participation Group |
| **Date** | 26th July 2017 |
| **Time** | 18:00pm |
| **Venue** | Market Surgery |
| **Chair** | Mike Cox |

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| **Apologies:**  Irene Roper, Deborah Emerton, Pat Eley, Melvyn Buckfield, Charlotte Cash, Sarah Musgrave, Harry Campbell, Bev Fallowfield, Kenneth Gee, Michael Challinor |  |
| **Staff in attendance:**  Mike Cox – Practice Manager  Jackie Brown – Clinical Lead  Joanne Middleton – Reception Team Leader |  |
| **Items of Business** |  |
| **Practice Website**  The practice website is currently in the process of being updated. There have been changes to the layout and navigation. PPG dates and minutes will be available, fees lists and out of hours details will be updated. Mike asked the group for feedback and suggestions.  [www.marketsurgerywath.nhs.uk](http://www.marketsurgerywath.nhs.uk) |
| **Online Access**  NHS Digital will be taking over patient online access services. The practice will be involved in trailing this. |  |
| **Flu Clinic**  The first flu will be held on Saturday 23rd September 2017. The clinic will run in the same format as previous years. We are still awaiting confirmation for the delivery of Fluenz, however the provisional date for the second clinic is the 14th October. Any help that can be provided by the PPG for these clinics would be appreciated. |  |
| **Care Navigation**  It was discussed that reception team had attended training for care navigation. This is a process where reception asks the patients more information before booking an appointment to ensure patients are directed to the most appropriate service or clinician for their problem. The practice will be involved with the first stage of Physio First in Rotherham. |  |
| **Staff Update**  The surgery has had a new cleaner start this week, Susan Finn doing two hours a day, Monday to Friday.  Dr Sullivan has finished his GP training with the practice. Dr Timms and Dr Stainton are both due to finish next week. We have a new GP registrar, Christopher Lumley starting on Tuesday who will be with the practice for a year full time.  We have a new salaried GP, Jodie Stringer joining the practice on the 17th August doing four days a week. We are currently advertising for another GP for two days a week.  The practice has applied for a Clinical Pharmacist, this should be finalised in the next couple of weeks. |  |
| **NAPP**  The next Rotherham wide Patient Participation Group Network takes place on Tuesday 5th September 2017 between 2pm and 4pm. |  |
| **Smoking Cessation**  There is a smoking cessation session held at the practice on Monday afternoons, however the numbers of patients attending this has dropped recently. Representatives will be in the waiting area on Mondays for the next couple of weeks to advertise the service and give advice to patients. |  |
| **Card Transactions**  The group were asked for feedback as to whether they would find having a card machine in the practice helpful. Currently the practice only accepts cash or cheque. The feedback for this was positive. |  |
| **Self-Management UK**  Self-management UK has been holding sessions on a Monday morning within the practice for patients with diabetes. The group were asked for feedback and this will be passed on. |  |

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| **Dates of Next Meetings**  13th September 2017  1st November 2017 |  |

MC/SW – 27.07.2017