

Patient Representative Group (PRG) for Pound Hill Medical Group

Minutes of meeting on 5 December 2018

1. Welcome and Personal Introductions

1.1 Peter welcomed all to the meeting.

2. Apologies

2.1 Apologies had been received from Lesley Marginson

3. Approval of last meeting minutes of 19 September 2018 and matters arising

3.1 The minutes were approved and matters arising covered later in the agenda.

4. Approval of dissolution of Friends of PHMG

4.1 PRG approved the dissolution of the Friends Group, that its bank account should be closed, and that the balance of £10 should be donated to Diabetes UK.. This had been proposed by the remaining members of the group primarily because there was no longer a Chairman as required by its constitution, and because they assessed that the chances of obtaining adequate funding were remote.

4.2 A formal dissolution agreement was later signed by the remaining officers and is attached to the minutes.

5. Discussion on how members of PRG can support patients of PHMG

5.1 The following suggestions were made in discussion:

- running patient surveys and help with analysis of results
- help with maintenance of the website
- providing quality assurance of complaints handling
- fund-raising activities (eg book fairs)

5.2 **Sheila agreed to review the PRG's terms of reference** to consider if changes were necessary to support such activities.

6. Update and discussion of CPRG and CCG meetings and reports

6.1 Gordon's helpful report of the October meeting had been circulated before the meeting. In discussion:

- the required savings for the second quarter had been achieved, thus enabling additional funding to be made available
- Gordon was hopeful that organisation of the meetings would improve. Minutes would be issued, and opportunities made available to raise issues. On the latter, it was agreed that he might raise the need for footcare (the subject that the Friends Group had been trying to address) and the use of paramedic practitioners (see 11.4 below)
- under new arrangements, patients referred to a Consultant would be given a choice of location, to be informed by the likely waiting time for each

7. Update on Practice Website

7.1 The new website had gone on-line at the end of November. There were still a few errors and problems, but it was needed to replace the previous system which had become too difficult to maintain.

7.2 **Perry agreed to meet Peter and Jim to discuss taking this forward, including maintenance of the PRG's page.**

8. Patient Survey 2018 / 2019

8.1 The survey results had been circulated in advance. PHMG had achieved positive results.

9. Proposals for future meeting presentations

9.1 It was agreed that Janet Green would make a presentation to the next meeting about hypermobile ehlers-danlos syndrome.

10. Memory assessment discussion

10.1 It was agreed to defer this to the next meeting.

11. Future tasks, concerns, interests or ideas

11.1 On the Practice's GPs:

- Drs. Litchfield and Jackson retired on 1 November (although they continue to provide locum support)
- Dr. Woolner (who has 12 years experience as a GP as well as being a GP trainer) joined the practice in September for 2 days a week
- Dr. Wykes has become a partner
- Dr. Charles-Edwards, a newly qualified GP, has also joined the practice for 2 days a week
- Dr. Kumar, has recently become a partner, and has reduced her days from 4 to 3
- Dr. Ikhde has increased her days from 4 to 5
- Drs. Proctor and Williamson will be reducing their days from 4 to 2 in the New Year
- Dr. Deakin will join for 4 days a week from August.
- throughout the changes, the GPs will provide cover as necessary to ensure that the number of appointments available remains at current levels. The hub is also offering some appointments.

11.2 Dr. Wykes visited the meeting and was introduced to the PRG. It was hoped that Dr. Ikhde would visit the next meeting.

11.3 PHMG had more than 840 diabetic patients, and more than 1100 patients at risk of diabetes. Mention was made of the newly available diet programme and the possible availability of a device for easily measuring blood sugar levels

11.4 Bids had been invited for funding made available by the hub. PHMG (together with the Furnace Green and Ifield surgeries) was bidding for a paramedic practitioner to cover suitable home visits, thus freeing up GPs for additional surgery appointments. A decision was expected in January.

11.5 2000 new homes were being built in Forge Wood although these were outside PHMG's area, but the Practice did expect an additional 1500 patients from the new homes being built at Copthorne.

12 Dates for meetings

12.1 . The dates for the 2019 PRG meetings are:

13 March

12 June

18 September

11 December

Attendees: Perry Anderson; Brian Bell; Peter Chatfield; Dave Dopson; Sheila Drury; Janet Green; Pat Osborne; Gordon Robson; Jim Sarjantson.
December 2018