

Minutes of the Meeting held on Thursday May 6th 2010. 7.30 At Blue Dykes Surgery (Following on from the AGM.)

Present

Dr. Tara George, Verity Sheldon, Katie Slack, John Kirby, Danny Ashley, Wendy Heading, Jean Slater, Chris Fletcher, Ann Small

Apologies.

Ted Keaton, Audrey Birks, Dennis Needham, Ron Butler.

Minutes of the meeting held on 1st. April 2010

The minutes were agreed as a true record of the meeting held on that evening.

Matters arising from the minutes

1) Care Plans

A Community Matron has now been interviewed and appointed pending no problems arising from CRB check. When this has been done (approx 8 wks) then she will be able to start. This is a 3 day post per week. The Community Matron at High Street and the one recently appointed for Blue Dykes will hopefully cover each other's holidays. The successful candidate has experience of district nursing but has not yet done the Prescriber training. She will be doing high intensity work with individuals. It is expected that she will be in post by early July

The Surgery has advised that at present there are no funds for the position of the care co-ordinator but are hoping to get this resolved in the near future.

2) Telephone System

The new system has been installed. There have been a few teething problems but staff felt that this was more to do with staff becoming used to and acquainted with the system rather than any particular failings of it.

This system can take 6 calls, which can be stacked before answering if all admin staff are busy. If there are more than 6 callers they will get the engaged signal and will need to re-dial.

3) Fabric Committee

Ann Small offered to join this and Dr. George thanked her. It was mentioned that a meeting is to be called in the near future.

Agenda.

N.B. In the absence of a formal agenda it was agreed that we would follow the items that Blue Dykes staff had listed and follow this.

1) Practice News

Reorganisation within the office.

Staff have cleared out the loft (1 of them!) They are also sorting cupboards. 2 carousels have been thrown away but the others may be sold or go for scrap. A large skip was hired which was nearly full but was almost emptied before it was collected. A point worth remembering!!

The cost for shredding confidential information from the second loft is just under £300. (30p per kg)

Mirrored glass has been installed downstairs but is not as good as was hoped it would be.

A room has been designated for the Self Help Room. At the moment one of the doctors is using it. Jean has seen the designs for decorating the Self-Help Room. There are butterflies and leaves to wind up two corners and plans for a design for a feature wall. There is no Blood Pressure machine available yet. If we have a fish tank it is possible to hire (at a reasonable cost) people to supply and maintain it. The visit to Sharley Park School has not taken place yet but will be arranged soon. It is hoped and expected that this facility will be up and running within two months.

Plans for the reorganisation of the office show a more open Reception Area with partitions between desks to provide privacy and preserve confidentiality. The ramp to the filing system is to be protected by desks in order to prevent it becoming a trip hazard.

The Triage Room is now ready for use for 1:1 discussions with patients.

A part-time Handyman is to be appointed. This will be for 8 hours per week. He/she will be responsible for cleaning/tidying the outside of the building, picking up the rubbish etc. The surgery also needs a plan for a low maintenance garden which the handy "person" can be responsible for looking after. Also the courtyard requires tidying up and the water feature needs to work.

Any other suggestions of jobs which people have seen need to be done please add it to this list at the next meeting.

Flu Campaign

This year it may take place within the Surgery on two Saturdays rather splitting staff between two sites and only having a skeleton staff at Blue Dykes. Last year 2,500 people were invited attend over 2 days. Approximately 800 came on each day.

Arrangements for the Swine Flu Clinic went well. 500 people were invited and approximately 250 came.

If clinics were held at Blue Dykes it would not be possible to offer tea, coffee and refreshments.

It was expressed that it would be good to display more children's work in the Waiting Room. It was mentioned that there is pressure from the government at times to display information about campaigns but (I think!?) it was decided that this needn't stop the above happening.

A discussion was held around the new requirement from both the government and the PCT to request 3 different identifiers from each patient. Different surgeries and doctors are doing this in different ways.

There was a discussion following on from this regarding the lack of respect shown to the red line. It was said that if the reception staff know it is an issue for patients at the desk they will feel more confident and able to deal with it.

Date of next meeting Thursday June 3rd at 7.30p.m.

Minutes of AGM held on Thursday May 6th at 7.30pm 2010

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Financial Report.

Due to the absence of Dennis Needham this was deferred until next meeting.

Appointments

Dr. Tara George will remain as Chairperson.

Ted Keaton has expressed his intention to stand down as both secretary and committee member. He still wishes to be a part of the PPG.

John Kirby offered to do the job of Secretary as no-one else was interested. Katie Slack offered to do the minutes for the monthly meetings as a last resort.

Ann Small volunteered to do the minutes for tonight.

Dennis Needham is prepared to continue as Treasurer.

The AGM was closed and the monthly meeting followed.