

ABBEY MEDICAL GROUP PPG Minutes 2nd June 2015 Kath McCready

Present: Jayne Williams; Mary Harris; John Hallett; Brian Hagen; Kath Macready
Minute Taker; Rick Gooch Practice Manager

Apologies: Gilly Hagen; Liz Simpson; Jennifer and Peter Challenger; Linda Ricket;

Presentation to Meeting by Laura Buckley and Helen Dobson from National Institute for Health Research (NIHR)

- Clinical Research Network are the NHS research arm covering a diverse range of activities
- Abbey Medical Group (AMG) are a research practice and have worked with NIHR e.g. smoking cessation project; worked with both Rick and Lynn at the practice
- NHIR coordinate the study of research bringing clinicians, practices and research projects together and assist in the gathering of data but have no access to an individual's medical record.
- AMG would either initiate interest in a certain research area or the NHIR would see if they have an interest in one they have been given; NHIR ensure that ALL projects are vetted and meet ethical and data protection standards before presenting them to interested parties and likewise if AMG were to propose an area it would be rigorously tested and vetted against the same ethical and data standards
- Once a practice engages with NIHR they will then engage with the study team and ask the practice to select a sample of patients and are then given a mail merge letter headed with the study teams contact details which the practice will complete with patients personal details and post out to them; it is then up to that individual if they wish to contact the study team – a reference number is used of ID details thereafter
- Currently there are 27 GP practices rolling out and registered some dip in and out depending on resources available and interest and East Midlands is 1 of 15 recruitment sections across country and they are the leading section currently
- Trying to break into Pharmacy and Dental and new GP practices
- A separate area is Alzheimer's research and it has 2 arms ENRICH – in care homes and Joint Dementia Research JDR
- Thanked for presentation said would send us the presentation for those not attending meeting and open to any questions
- Advertising Research and JDR to be promoted at Monday 8.6.15 event and material to use will be delivered to surgery on Friday 5.6.15 for Jayne to collect and use
- Asked for feedback on interest after event – assurance given Jayne will

Meeting:

- The minutes of the AGM had been circulated and were proposed as a true and accurate record. Proposed by Kath McCready and seconded by John Hallett
- DES report – Rick confirmed report submitted and accepted and the monies had been received by the practice £4500+. He thanked members of the committee for the work they had done towards achieving this.
- Virtual Patient Group – as recorded at last meeting all prev data lost. Jayne now input $\frac{3}{4}$ of the records which from memory were about 200 – 300/400
- Dementia event 8.6.15 posters had been advertised throughout all 3 villages by committee members. Information passed to the Chad and in PPG Newsletters; No ideas of numbers expected. Kath asked if would do a raffle or tombola and agreed. Mary, Jayne, Jenny had some prizes on offer and would get them to Kath. Gilly planned layout of venue and would discuss with Dave the Minister and Steve at the venue. Mary to do refreshments. Supply of refreshments in hand by Brian and Gilly.
 - Kath explained about the libraries scheme of lending “remembrance bags” a new scheme they are introducing for support and use by dementia patients to enable more conversations to be held between them and others. Kath has 2 such bags on loan for the event 8.6.15 and she will promote them as the librarian cannot attend due to a school visit on same day
 - Secondly the Blidworth library had offered a room for the use of Dementia Friends meetings when we begin them.
 - Tai Chi Master Lynette also expressed an interest in being a speaker at the event as she has experience of working with dementia patients it was agreed she was very welcome to attend and there may or may not be an opportunity to speak. Kath will inform her.
 - Gilly asked if there was a blackboard anywhere. Mary suggested one at St Andrew’s and Kath to arrange to collect.
- Ravenshead Community Transport Jayne thanked everyone who had voted online to support this venture. At the last check over 2000 votes had been cast. Paul Bascombe had thanked everyone for their support.
- Newsletter – On behalf of the committee Kath thanked Jayne for all her work on this. Jayne accepted the thanks but said that Gilly and Pete had submitted articles and she thanked them for these and Keith Young for his support in the new logo and technical aspect of drafting newsletter
- NAPPS BULLETIN circulated to all via email. Mary was offered a hard copy. This week is PPG awareness week 1-6 June. Jayne had printed off template notices and will distribute to members to put out and about

- Next week 8.6-15.6.15 is Carers Week – this will be advertised at Dementia Awareness day 8.6.15 by PPG and by Carers Champion within surgeries
- Big changes ahead for Carers as the Carers Federation hands over to Carers UK the funding in August
- NAPPS identified that carers aged 85+ are very much on the increase. Latest figures suggest may amount to as many as 80,000.
- The role of the Carers Champion needs to be publicised more
- NAPPS conference confirmed Gilly and Jayne were booked to go but Gilly too ill to go so asked if anyone wanted to go to let Jayne know by end of meeting as she needed to inform NAPPS it may only be herself going to attend 6.6.15
- Notice boards at both surgeries a meeting to discuss the state of these had previously taken place between Rick, Gilly and Jayne. More is needed to improve the presentation of notices. Jayne said at Balderton Monday and had seen their notice boards and how neat and presentable they were. Rick has said if new boards need he will go ahead and purchase. Jayne to consult with Ann at Blidworth and Rep at Ravenshead over notice boards and get a number needed and present style, size and numbers to Rick to purchase and in the meantime will remove overstuffed boards and try to make more presentable.
- **News from the practice:**
 - Booking and sufficient appointments still remains an issue and a meeting between the doctors and practice staff on 5.6.15 to discuss some ideas on this problem. Rick will report back with results of this at the next meeting 14.7.15 or earlier if need be with Gilly and Jayne.
 - The logo competition was a big success and they had over 300 entries from local schools. The winner was from Haywood Oaks School. Decision to award a 2nd and 3rd prize due to high numbers of entries, enthusiasm for the task and quality of design. The winning design needs to go to a professional digital company for final processing and then will be put into use.
 - Nursing staff are at full complement.
 - Rick thanked the PPG for all their effort in submitting the DES report.
 - VPG is ongoing.
 - The practice is looking at a project with the CCG to speed up on site blood tests using modern technology.
 - Rick is certain that CQC will inspect July/August – will let us know and will require a PPG presence.
 - PPG bank account is healthy and the same as last time as had no expenses since that report.

Any Other Business:

- Jayne reported that Gilly and she had been invited to sit on an Audience selection panel for the employment of the new Head of service Improvement & Engagement. 2 people are/have left the engagement team, Jay Staniland and Simon Parkes. Jayne sent apologies for Gilly and explained she would still attend on the 5.6.15.
- Kath and Gilly will present events plan at next meeting.
- Ravenshead Summer Fair & Scarecrow Festival invite to attend been extended to PPG. Asked for volunteers for the day to sit on stall with PPG board. Mary and Kath have previous engagement; John offered to attend but would like help / assistance on the day. Jayne to establish times of the event and forward whole information to John as well as seek out another volunteer to attend with John.
- This year's action plan needs to be ratified. Draft bullet points issued and last year's action plan to PPG prior to this meeting but due to numbers attending and other commitments it was decided that Jayne and Gilly would look at this and issue complete proposal by end of June. Meeting agreed this.
- There will not be a Newsletter for Summer so next one will be Winter.

Business for next meeting:

- At the next meeting Tuesday 14.7.15 will:
 - Diary dates for the year for PPG meetings; Tuesday 3-5pm
 - Ratify 2015/16 Action Plan
 - Organise / diary date 6 coffee sessions throughout year and 2 quiz evenings

Minute Taker Kath McCready