

**SELSDON PARK MEDICAL PRACTICE
PATIENT PARTICIPATION GROUP (PPG)**

Minutes of the meeting held on 11th November 2019

(Start Time: 6:30 pm; Finish Time: 8:00 pm)

Present:

- | | | |
|--------------------------------|---|-------------------------------|
| 1. Richard Kellaway
(Chair) | 2. Lesley Watson
(representing the Practice) | 3. Brenda Hibbs
(Minutes). |
| 4. Marilyn Arbisman | 5. Satish Desai | 6. Victoria Vyse |
| 7. Helen Center | | |

(Meryl Doherty (Practice Manager at Mitchley Avenue Surgery) attended as an observer.)

1. Apologies:

Apologies for absence were received from Dr Alex Trompetas (Senior Partner, SPMP), Pauline Copeman (Practice Manager), Shaida Dungarwalla and Akber Dungarwalla.

2. Minutes of the last meeting:

These were agreed as a true record of the discussion.

3. Matters arising:

The matters arising from previous Minutes are covered by the Agenda items.

4. Surgery News:

- 4.1 Dr French has left the Practice and joined the Chaldon surgery. Dr Saba Usmani will join the surgery on 19th November, as a full-time salaried member of the team, and fill the vacancy left by Dr French.
- 4.2 The practice is interviewing for employing a health care assistant, to replace Lauren Hawken who has left to pursue her studies to become a nurse.
- 4.3 Jenny Wallis, the Reception Manager, is recovering well from her knee operation and is looking forward to coming back to work.
- 4.4 The surgery is working well with its primary network colleagues.
- 4.5 Flu vaccines are being given in the surgery by Lesley & Tracy, who have undertaken training on how to give the vaccination. Feedback from patients is positive.
- 4.6 GP appointments after 6.30 pm have now been extended, so that patients can be booked into all five GP Hubs located in Purley, New Addington, Shirley, East Croydon & Thornton Heath.
- 4.7 Members were concerned about shortage of candidates coming forward to represent patients aged forty and under. This will be discussed at the nurses' meeting on the 13th November. Pauline Copeman has sent emails to all clinical staff, including the GPs, asking them to approach patients in the agreed age range, whether they would like to become PPG members.

5. NAPP (National Association of Patient Participation): September and October E-Bulletins:

It was felt that these bulletins have some very useful information that should be included in the next PPG newsletter, e.g. concerning older people online, the national safety campaign and advice on strength and balance.

6. Review of the Surgery Website:

6.1 Dr French's name to be removed from the website.

6.2 An alteration should be made to enable easier access to PPG newsletter; e.g. by making the relevant click-button more obvious.

7. The Work Plan:

7.1 This year's Plan has worked satisfactorily and it has nearly come to an end.

7.2 In the 2020 Work Plan, the first quarter's awareness action is to be assigned to Victoria and it should concern immunisations.

7.3 Arrangements for the January 2020 health talk to be led by Marilyn.

7.4 Brenda to take action for arranging the talk on antibiotics in the last quarter of 2020.

8. Any other business:

8.1 It was noted with sadness that Mr Ron Passfield, a long-standing member and a past chairman of the committee, had passed away during the first week of October 2019.

8.2 Helen visited the Mind Charity and brought back leaflets regarding mental health awareness. These have been displayed in the surgery. Further leaflets will be forthcoming at the end of the month regarding caring for someone with a mental health condition.

8.3 It was noted that all patients should understand the need to make separate appointments for individuals, i.e. for themselves and for their family members including young babies and toddlers. It was likely that the parents under stress might not realise the necessity of this. It was suggested that this should be highlighted in the next newsletter and perhaps put on the website as well.

8.4 Members were asked to send Richard their availability regarding going out for a meal in January, either on 7th or on 8th or on 9th. Members particularly wanted to invite June to join them, to recognise her long commitment to the PPG.

9. Next Health Talk :

The next Health Talk will be on 22nd January 2020. Topic is to be arranged.

10. Next PPG meeting:

The next PPG meeting is scheduled to be on 11th February 2020.