

<h1>Meeting Minutes Patient Participation Group</h1>		
<u>Minutes taken by:</u> Katerina Bezouskova		<u>Date of Meeting</u> 17.10.2019

<u>Participants:</u> Patient A Patient B Julie Daw (JD) – Reception Manager Daniel Hammersley (DH) – Chief Operating Officer Katerina Bezouskova – (KB) Minute Taker	<u>Distribution List:</u> All Members
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N r	Updates	Follow -Up
1.	<p><u>New Buid – One Year In</u></p> <p>DH – summarised the 1st year in new building.</p> <p>He talked about issues associated with maintenance and repair.</p> <p>In addition, he discussed the following topic:</p> <ul style="list-style-type: none"> • Mental Health Rooms – that are now fully used. • Increase in admin team – to take some pressure off clinicians. • Fresher's Week – Practice registered 7590 new patients and provided 4268 vaccines. • Flu campaign – started in October 2019 and over 3000 patients will be invited. 	
2.	<p><u>GP- Training Practice Plans</u></p> <p>DH talked about the GP training practice plans.</p> <p>He highlighted that our practice will cooperate with medical schools within Derbyshire and Lincolnshire areas. In December 2019, new medical student Craig Murphy will be joining our team. He is GP registrar currently in his 3rd Year Training.</p>	
3.	<p><u>Mental Health Practitioner – Stuart Keeling</u></p> <p>DH introduced the main aim of our practice to see all our patients same day for Mental Health issues.</p> <p>Practice has currently employed Stuart Keeling the Mental Health Practitioner who will be taking a pressure of doctors and the duty doctor. This is 6 months trial and after this position will be hopefully funded by UNHS.</p>	
4.	<p><u>New Staff</u></p> <p>As explained above: Stuart Keeling – Mental Health Practitioner Craig Murphy – Medical Student New staff within admin and reception department.</p>	

5.	<p><u>AOB</u></p> <p>UNHS Practice Assessment Questionnaire 2019/2020 – KB introduced new patients questionnaire. KB agreed to lease with patient A to get feedback before the questionnaire will be distributed to patients.</p> <p>Practice Newsletter – Patient A suggested that practice should go back to paper version of Practice Newsletter. DH agreed and confirmed that some key info will also be presented on screens in the patients waiting areas. PPG is welcome to provide us with articles that will be part of the newsletter. Next one is planned for January 2019.</p> <p>PPG expressed their interest in visiting next city wide PPG event and ICP.</p> <p>Furthermore, the practice would consider to support expenses incurred to enable PPG members to attend seminars of interest to the practice.</p>	<p>PPG would like to be involved in survey distribution in order to get fair feedback.</p> <p>DH – to find out more info about possibility to join in.</p>
6.	<p><u>Next Meeting</u></p> <p>TBC – Dec 2019/Jan 2020</p>	