

The Beeches Medical Practice
Patient Participation Group meeting
Monday 20th March 2017, 6:00pm
at Bayston Hill

Minutes

Present: Rob Gough (Chair), Gill Berry (Secretary), Dr Adam Brocklebank, Jean Cruickshank, Nikki Fox, Tony Fox, Geoff Garrett, Gill Jones, Karen Moseley, Kim Richards, Terry Seston, Dolores Vaughan.

Also in attendance: Susie Hancock (Wise & Well Team).

- 1 Apologies:** Val Collard, Maggie Hitchings, Teresa Lewis, Pam White.
- 2 Meeting agenda, AOB and meeting timing**
 - a AOB:** No other business was notified.
 - b Meeting timing:** 7:30pm.
- 3 Minutes of the last meeting** – accepted with one amendment (the second action recorded against item 5b ii should be deleted).
- 4 Actions from the last meeting** (most actions will be discussed as part of the current agenda).
 - a 5b i Patient survey** – complete.
 - b 5b iv Spring newsletter** – ongoing.
 - c 5b viii Practice Manager** – complete. Thanks were expressed to Helen Steel, Assistant Practice Manager, who has agreed to attend PPG meetings in the event of KR's absence.
 - d 5c i Diabetes** – Susie Hancock to give her PowerPoint presentation tonight.
 - e 7b WI diabetes event** – discussion deferred until later in the year.
 - f 8d i Website updating** – One of The Beeches administrators, Laura Sheffield, would be able to do this.
Action: KR to discuss/task LS.
 - g 10a i Minutes** – documents attached to the minutes have been reissued.
 - h 10a ii PowerPoint** – KM has provided larger-print documents.
 - i 10b Dorrington Fun Day** – RG has replied to Edward Marvin.
 - j 10c NAPP newsletter** – RG has distributed.
- 5 Diabetes presentation (Susie Hancock)**

SH explained something of her educational outreach work with the Well and Wise Team, part of Shropshire Rural Communities Charity. She informed the group that diabetic retinopathy is now the biggest cause of blindness in the working-age population, and that South Asian people have a much higher risk of diabetes. A person's waist measurement is a good yardstick of whether they have, or will develop, diabetes. The Diabetes UK website has developed an online tool for people to use to assess their own risk of developing diabetes: <http://riskscore.diabetes.org.uk/start>. It is recommended that people should engage in 150 minutes of moderate exercise a week, which may include balance training and two hours of strength training; the exercise does not have

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to be 150 minutes once a week, but can also be effective spread over smaller chunks of time. The key is to eat a variety of foods and small, regular meals with less carbohydrate and more fruit and vegetables, and wholegrains rather than refined. It is also recommended to cut down on sugar intake and drink eight glasses of water a day. SH suggested looking at the NHS Eatwell Guide: <http://www.nhs.uk/Livewell/Goodfood/Documents/The-Eatwell-Guide-2016.pdf>.

SH can be contacted by email or phone: Susie.hancock@shropshire-rcc.org.uk, 01743 342 160.

RG thanked SH for her presentation; SH agreed to provide a copy of her PowerPoint presentation for PPG members.

Action: KM to liaise with SH to distribute her presentation.

AB mentioned that The Beeches is providing health checks for patients who may be pre-diabetic aged between 40 and 74, checking blood sugar, blood pressure, weight, etc.

6 Practice issues and updates

a GPs' report (AB):

- i **Extension:** the surgery is getting quotes from builders at present. The current reception will be a new consultation room. The practice is expanding in terms of patients and is looking at alternative sources of funding to complete the project. It is hoped that the reception area will be able to house a new blood pressure machine, which will cost around £2,000.

The apple trees in the garden have been removed; access for the builders is via the passageway at the side. Work is due to start on 3rd April and last for about 14 weeks. AB suggested that some routine appointments may be held at Dorrington in the meantime. The reception area will be more confidential.

- ii **Practice collaboration:** All the Shrewsbury medical practices will be invited to join a collaborative group (e.g. sharing nurses, obtaining better prices, holding travel vaccine clinics and learning from each other). It is hoped, for example, that if a practice is struggling to recruit GPs there may be opportunities for other practices to support and help.

- iii **Priorities for 2017-2018:** RG said he would value input from the surgery regarding developing priorities, and AB/KR agreed to discuss this at the practice meeting tomorrow. RG then outlined patient priorities from the previous minutes. AB & KR suggested putting the appropriate person for people to see into the newsletter. GG suggested that bowel screening would be a good priority, and AB confirmed that some bowel cancers had been picked up and treated via the screening programme.

Action: AB/KR to raise the issue of the priorities for 2017-2018 at the practice meeting tomorrow.

- iv **Advanced Nurse Practitioner:** Helen Elves has been appointed as the new ANP at the practice for three days a week, starting last week. She sees more urgent cases on the day, freeing GPs to do the more routine appointments.

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v Vascular clinic:

Action: KR to check details of the vascular clinic at the surgery.

vi **PPG bank account:** NF/KR to check with the bank where statements are being sent as neither has received them recently.

Action: as above.

b Practice manager's update (KR)

i **Patient Survey:** KR had sent details of the survey to GB for distribution.

RG suggested that this should be a priority for the next meeting's agenda (HS as KR will be on leave).

ii **Waiting times:** KR reported that these have escalated recently. It is hoped that the appointments of the HCA and ANP will help reduce waiting times, as patients can wait nearly three weeks for a routine appointment at present; locums are being brought in to help.

Action: KR to distribute a graph of waiting times.

iii **Trainee doctor:** a new trainee GP has just started at the surgery, and has experience of hospital practice.

iv **Patient Access Online:** RG asked if HS could give further details of this next month.

c Community Care Coordinator Update (KM)

i **Practice newsletter:** The next newsletter is being prepared.

ii **Co-Co (Compassionate Communities):** after an item about Co-Co in The Villager, KM has heard from four potential volunteers.

iii **Young Health Champions:** Lynne Taylor is having difficulty in finding young volunteers but will continue the search.

iv **An Easter raffle** is being organised from a donation of a Dundee cake by DV with funds going towards the blood pressure machine.

7 **Health awareness:** A Fun Day is planned at Dorrington on Saturday 24th June (2pm). GJ agreed to man a HeartAge stall, but would need Wi-Fi access. The organisers would like the PPG to commit to the event; it was felt that it would be good to take advantage of this to promote good health awareness.

Action: RG to check whether Wi-Fi is available in Dorrington Village Hall.

8 **PPG noticeboard:** NF & TF presented a bigger sign which they had prepared. RG suggested displaying the date of the next meeting, summarising what the PPG does and what the PPG is raising money for, i.e. a stand-alone blood pressure machine (there is also a practice initiative to raise funds for a 24-hour blood pressure monitor).

7 **AOB:** None.

8 Dates of next meetings:

24th April (Bayston Hill) – 6:00pm

5th June (Bayston Hill) – 6:00pm

The meeting ended at 7:50pm.

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Outstanding actions as at 20 th March 2017		
Item	Actions	Progress
HeartAge	KM to attend the next meeting of Dorrington village hall committee and report back.	Complete
Diabetes Prevention Programme	RG to liaise with practice nurses re incorporating diabetes risk tool into next year's flu clinics. KM to liaise with Susie Hancock re giving a presentation to the PPG. SH to provide PowerPoint of her presentation – KM to liaise. JC to propose a diabetes presentation to the local WI committee.	RG Complete KM/SH Defer
Practice issues	<p>Support for Vulnerable GP Practices: AB/another GP to look into the scheme and report back.</p> <p>Statistics for waiting times: KR to provide figures to show the trend.</p> <p>Book sales: KR to suggest to the GPs using the funds raised to buy a blood pressure machine.</p> <p>Practice newsletter: KM to prepare a new issue to update on new personnel appointments and add a reminder regarding appropriate use of appointments.</p> <p>PPG website: we need to agree who is in a position to update the website KR to discuss and task Laura Sheffield with maintaining the PPG website.</p> <p>Noticeboard: TF/NF to adapt the noticeboard information in the waiting room.</p> <p>Survey results: Members to read for discussion; KR to report back at the next meeting. KR/KM to send the report to GB for circulation.</p> <p>CoCo: KM/RG to update on the CoCo initiative at the next meeting.</p> <p>Dorrington Village Hall: RG to reply to Edward Marvin re Fun Day and confirm with GJ.</p> <p>NAPP newsletter: RG to distribute latest newsletter via GB.</p> <p>Minutes: GB to reissue documents to NF.</p> <p>PowerPoint document: KM to provide larger scale printouts.</p> <p>Priorities: AB/KR to raise the issue of priorities for 2017-18 at the practice meeting</p> <p>Vascular clinic: KR to check details of the clinic and report back.</p> <p>PPG bank account: NF/KR to check statements.</p> <p>Dorrington Fun Day: RG to check whether Wi-Fi is available at the Village Hall.</p>	<p>AB/other KR/ongoing Complete</p> <p>KM/ongoing Complete KR/LS TF/NF KR/All Complete KM/RG Complete Complete Complete AB/KR KR/HS NF/KR RG</p>
Digital health/urology	KR and RG to update PPG members as appropriate.	KR/RG/ ongoing

Minutes of PPG meeting – Monday 20th March 2017