



**Patient group meeting
Thursday 18th Oct 2018**

MINUTES

1. Introductions

10 patients present, plus Camilla Hawkes, Sukhi Lall and Kay Noble for St Martins Practice. Dr Gordon also attended the first half hour of the meeting.

Visitors: *We were joined by Dr Jess Drinkwater, GP and PhD researcher, University of Leeds; and Graham Prestwich.*

2. Minutes of last meeting (26th July) and updates arising

- a. Camilla is still working with the Building Management about managing the garden / grounds, which is still not up to expected standards.
- b. Camilla has spoken with staff about the Tuesday late opening when sometimes a receptionist is on her own at the desk as other one is called away. They are able to lock the doors and only let people in after they ring the buzzer, and they have a panic alarm.
- c. Confidentiality at front desk. We are shortly to test out a new queuing method whereby pts will Q on the carpeted area, across the walkway from the person being dealt with at the desk. We will have a sign "Please Q here". Also we are to display a notice at front desk : "We have a private interview room available if you wish to speak privately to us".
- d. Temperature on ground floor – this is not yet satisfactory, although it is improving. The staff are keeping Camilla very well informed about this and Camilla is in regular contact with the Building Management.
- e. Reinvigoration of Patient Group – See next item on minutes.
- f. Practice Development Plan – comments have been incorporated and Camilla will put final version on website (patient group page)

3. Patient group – future plans

Dr Jess Drinkwater

Dr Drinkwater presented information to us about her PHd research project about Patient Groups. She would like to facilitate the group to compile and conduct a survey of the wider patient population. Click on the icon for more information. The group was welcoming of the proposal, and was willing to commit time to attend extra meeting, signed consent forms.



PRG pilot.doc

Timescales: We agreed that next advertised PRG meeting (13th December) would be devoted to agreeing the shortlist of questions. Then an additional date would have to be put in in January for the PRG/staff joint meeting to vote on the final survey. The launch survey in February 2019.

4. Leeds CCG:

Camilla talked the group through the 2 quality improvement schemes that the CCG is requiring from the practice this (financial) year. They are a significant amount of work. All practices across Leeds will be working in Locality groups to achieve the targets that have been set. Click on the icons to see the detail.

a. Primary Care Quality Improvement Scheme 2018-21



QIS 2018-19 Final
version_ (2).pdf

b. Health Inequalities & Disease Prevention Scheme 2018-19



St Martins
Practice.docx

5. Any other business

Questions raised:

Q: “What is the practice doing to plan for possible medication shortages post-Brexit?”

Response: the practice is not doing anything, but we assume that briefings are taking place at CCG level. Action Camilla to find out and respond.

Q: Changes to prescribing Over The Counter medication. Practices have been told to stop prescribing medications that are available to purchase over the counter eg paracetamol. Questions asked about how they can buy greater quantities as its inconvenient to have to buy in small quantities.

6. Date of next meeting

Thursday 13th December 5 - 6.30pm

New!! Tuesday 26th March 1-2.30