

St Bartholomew's Medical Centre Manzil Way Oxford OX4 1XB
Tel 01865 242334

<http://www.sbmc.org.uk/ppg.htm>

Patient Participation Group

Minutes v1.0 FINAL of the meeting held on **Monday 15th October 2012 at 1.00pm** **at the Practice.**

(LARGE PRINT VERSION AVAILABLE ON REQUEST)

Present:

1. Geraldine Coggins
2. Gill Eltningham
3. Anton Glinksi (Practice Manager)
4. Phillip Kelly
5. Patsie Law (Chair)
6. Sarah Lasenby
7. Nick Walker (Secretary)

Apologies

1. Jackie Scarrott
 2. Paul Scarrott
 3. Tia McGregor
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Previous Minutes

The previous minutes of 13th August 2012 were signed after minor corrections.

Matters Arising

Glossary

It was agreed that the easiest way of finding out what recent NHS and commissioning-related acronyms is to Google them rather than produce a printed list that will become obsolete.

Sunken brickwork paving at Practice entrance

This will be repaired in 3 weeks' time. The damage was caused by poorly installed plastic pipework below ground level in this area.

Phone system

The new phone system is being installed next week. From the outset, the new system will be linked to patients' records and the text reminder service. In reply to a question by the PPG, the Practice does not have the figures of the percentage of registered patients with a mobile.

Oxford Brookes University

This year the registration of Brookes students with the Practice has been made more efficient by the use of online registration.

Patient Capitation

Anton described the various income streams coming to the Practice e.g. childhood vaccination and immunisation. The capitation allowance per patient at the Practice is £54.57 per patient.

New PPG members

Nick will invite more members to attend the meetings as the 2 new prospective members he had approached said they were no longer able to attend.

Reception

Several of the PPG group thought that the tv monitor's screen in reception the was scrolling too fast and this made reading the amount of information presented difficult.

It was noted that the information on the flipchart easel had been give a tidy-up.

The electric fans were being decommissioned as the safety guard covers could not be found since the redecoration.

The Practice's register of interests

Anton explained that Sarah Betts updates the Practice's register of interests, including any gifts to the medical staff and Practice's doctors.

Anton circulated a paper on 'Discharge to Assess' from the August meeting of the CCG shadow governing Body dealing with the future strategy for care of elderly patients once medically discharged. The local Clinical Commissioning Group wishes to engage patients and PPGs on this at a future forum meeting. A weblink to a short video by the CCG describing the background to this topic. Nick would approach Fergus Campbell, Locality Commissioning Manager at the Oxfordshire CCG.

Anton spoke briefly about complaints tracking software and research into this data by the local CCG.

The meeting discussed liaising with other local PPGs. Sarah L would look at the National Association for Patient Participation. www.napp.org.uk

The meeting ended at 2.15pm

Date of next Meeting

6.00pm (sharp) on Monday 21st November 2012 at the Practice

Action Points from the SBB-PPG meeting held on Monday 15th October 2012 v1.0	

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