

Glenroyd PPG Open Day Sub Committee Meeting held on 27th July 2016

Present:- Sharon Orr Practice Manager

Carole Roberts, Lesley Sargeant, Elaine Gaffney and Janet Pendlebury

The sub-committee was brought together to discuss the forthcoming open day for the Practice.

Sharon suggested that the open day be held on 19th October 2016 at Moorpark 1.30pm-4pm to run alongside organised 'flu vaccinations clinic.

Discussion was held as to the Health Promotion areas to be covered on the open day. Previously the 'flu clinic offered Dementia memory screening at the same time for those wishing to have screening done. Smoking cessation advice was also offered and the patient survey Members attending the last open day helped with height, weight and Blood Pressure. It was suggested COPD screening might be done if staffing levels allow. Areas to be covered in the latest patient survey were discussed and the form currently in use altered to reflect the current health agenda where feedback is needed.

The directive for the health promotion open day covers the following areas:-

- Bowel cancer screening
- Breast cancer awareness
- Prostate cancer testing with physical examination by a Doctor
- Cervical Cancer awareness
- Atrial Fibrillation screening

The patient survey was then discussed to decide what changes could be made to gain the best information from it. Topics discussed included:-

- Diabetes
- Friends and family
- Pulse monitoring
- COPD

Sharon discussed some of the issues in the practice and areas of concern and how the practice responds.

She informed the meeting that female patients are invited for cervical smear tests and if they do not attend, they are invited three times then if still no response the patient is sent an opt out letter.

Sharon also explained that the CCG recommend areas to be addressed and explained how referrals are made to the hospital and the criteria GP's use to refer patients to Consultants. More information is available on the CCG website.

Sharon agreed to reorganise the patient survey form for the open day so colleagues from the PPG can help patients to complete surveys on the open day and gather the necessary information.

Carole suggested that the PPG group start at midday on the Open Day to set up and be ready to receive visitors. Sharon informed the group that the surgery will be busy on the day as the GP's are in session and there will be two 'flu clinics running.

Sharon is sorting staffing for the 'flu clinics today to enable them to run smoothly.

We looked at the previous posters and memory testing booklet. The posters will be altered to reflect the new date and activities. The memory testing booklet was taken by Sharon for photocopying.

The sub- committee is to meet with Sharon again to finalise the open day 24th August 10am. Sharon will arrange for literature for the open day to give out with health promotion information on.

New posters will be in place at Moorpark and Glenroyd from September 1st.

Lesley asked if the patient survey is available online but at present it is not. Sharon to enquire if it can be added to website.

There will be a draw for one winner of the completed patient surveys the prize last time was a £10 voucher.

The PPG has funds ready to pay Sharon for the chairs for Moorpark. Bill to liaise with Sharon to arrange payment,

Date of next meeting

PPG 10th August 2016 4.30pm Moorpark

PPG Sub- Committee 24th August 2016 10am Moorpark