**FRESSINGFIELD MEDICAL CENTRE**

**PPG MINUTES**

Meeting held on Wednesday 12th September 2018 at 2.30pm

At Fressingfield medical Centre, New Street, Fressingfield, IP21 5PJ

**Present:**

 John Alborough (Vice Chair), Dr J Morris (Senior GP Partner)

Katie Civil (Practice Manager)

 Members of the PPG

**Apologies for Absence**

Liz Stolls (Chair), Helen Long (Secretary), Jill Firth, Tom Lindsay, Rick Steadman, Nick Stolls and Elizabeth Storer (Healthwatch)

1. **Healthwatch**

Elizabeth Storer was unable to attend and will re-arrange another meeting date.

1. **Flu Clinic**

Katie presented the plan for the details and plan for the vaccination clinics to be held in the Stradbroke Surgery 6th October and Fressingfield Surgery 17th November. Letters will be sent to age groups 75+ and 65+ and patients will be prioritised in that order.

The delivery of Fluad vaccine for the 75+ group will be available for the 6th October clinic as will the Quadrivalent vaccine for the 65+ group. With additional supplies available for the 17th November Clinic.

It is projected that there could be over 800 patients across both clinics so the logistics of managing this volume of people was discussed.

- Ideally patients once vaccinated need to rest for 10 minutes. In case of any complications, then medical staff will be available to assist, though this is not mandatory.

- The WI kindly offered to manage the refreshments at both clinics. With the surgery providing the funds for disposable cups, tea, coffee, biscuits etc.

- The PPG providing additional support to assist the surgery with car park control and help to patients.

- The Citizens Advice Bureau and Active Wellbeing have agreed to set up stands at both clinics to present the support that is on offer.

- Stradbroke Clinic: to use Community Centre bar room for patient refreshments and hallway area for the CAB/AW stands.

- Fressingfield Clinic: to use a treatment room for preparation of refreshments with patients taking these to the waiting room where the CAB/AW stands will be in place.

1. **Minutes from meeting 12th September and matters arising**

- DNA: the Shotley and Holbrook surgery has reduced the number of DNAs. May be useful to follow up and review the process used.

- “Social Prescribing”: to review the use of local platforms such as surgery newsletter, churches, local parish magazines and posters with Annie Groves should this be of interest.

- Chair update: regarding Neighbourhood Teams postponed to next meeting

1. **PPG Chairman’s Items:**

- Chair update: regarding Neighbourhood Teams postponed to next meeting

1. **Practice Manager’s Updates:**
* Social Prescribing
* John Alborough advised members of his new role in the NHS Foundation Trust 2018.
* National GP Patient Survey results are very high which is excellent.
* Patients are getting letter from Internet pharmacy services, which are a concern. As patients may not be aware that there could be delays in receiving medication or other issues with supply.
1. **Any Other Business:**
* TV report regarding ‘Ghost Patients’, for example a patient moves house but does not advise the surgery but then registers with a surgery near their new home. Dr Morris explained this is not a concern as the new surgery will request the patient notes which in turn triggers the removal of the patient from the this surgery register.
* PPG Christmas Event: to discuss at next meeting
1. **Date of next meeting**

 The date of the next meeting would be on Wednesday 21st November at 2.30pm.

The Meeting ended at 3.45pm