

**Bungay Medical Practice  
Patient Participation Group Meeting  
Minutes for 9.2.2017 Final**

Date: 9 February 2017

Time: 4.00pm

Place: Bungay Medical Practice

Present: Pauline Crosby PC  
Alison Ballantyne AB  
Peter Leggett PL  
Lisa Townsend-Kwan LT-K  
Carole Matthews CM  
James Smith JS  
Sarah Harris SH  
Calvin Scott for item 8.1

**Minutes**

**1. Apologies:** Polly McCarthy PMc, Jenny Daynes JD,

**2. Introductions and Welcome new member**

- Still to do (PMc)

**3.0 Minutes of last Meeting**

- Dec and Jan minutes signed.

**3.1 Matters Arising from 12.1.2017**

Re: item 4

Action: JD to contact possible recruit from 15.1.2017. JD not present to report. Done  
13.2.2017 Update: JD reports that possible recruit would be unable to attend meetings owing to child care difficulties.

Re: item 7.2 PPG Terms of Reference

Action: PC Terms of Reference to be emailed to all PPG members. Done

New Action 9.2.2017: LT-K and SH the updated application form, the terms of reference and the poster to be added to the BMP website.

**4. Practice Report**

- LT-K and SH took the meeting through the practice report. See Appendix 1.
- LT-K and SH indicated the practice intends to employ a specialist Mental Health Worker.

Action: SH to contact Bungay High School to let Head of Pastoral for both Sixth Form and High School know we have such a worker and to ask whether they would like him to introduce himself and explain his job in an assembly. (This would need to be done annually)

**5. Recruiting Campaign**

- PC indicated that PPG recruiting posters have been created.
- PC has completed revision of the PPG application form.
- JS agreed to be in charge of recruitment.

Action: PC to email JS application form. Done.

Action: JS to update with his new PPG email address.

Action: BMP staff to redo posters with new JS email address and email to PC who will add to facebook.

Action: SH and LT-K to ensure application forms are available at reception.

**6. AGM**

• Date: 9 March 2017 Time: 6.30 Place: Seminar Room, Bungay Medical Practice

Speaker: Andy Evans

Action: PC to remind Andy Evans of the AGM closer to 9.3.2017. Done.

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- Andy Evans topic is to be 'The Future of General Practice.
- Jonathan Williams (CEO ECCH) will attend.
- Jean McKeith (governor of James Paget Hospital) has yet to reply.
- Seminar room booked.

Action: LT-K to email PC with DNA figures for 2016 to include in Chair's address. Done.

Action: PC to email wording for the AGM poster to LT-K. Done (awaiting JS email)

### **7. Closure Minor Injuries Unit at Beccles**

- PC queried some of the statistics issued by CCG re: MIU at Beccles.
- LT-K indicated that although the MIU is supposed to service Beccles, many Bungay patients use it. She indicated that BMP does deal with minor injuries but that there is a financial cap for such walk-ins. Once that number is reached the surgery receives no further funding for such work.
- LT-K indicated that because of this closure there is likely to be an increase in minor injury patients at Bungay Practice.
- PC indicated that she has posted on the BMP facebook page that Beccles MIU is for Beccles residents and temporary Beccles residents only. BMP patients need to contact the practice.

### **7.2 PPG Terms of Reference**

- PC indicated that the position of chair was only held for one year.

## **8. AOB**

### **8.1 BMP's Clinical Pharmacist**

- Calvin Scott, BMP's clinical pharmacist explained his job to PPG. He is an ECCH employee and part of a 4 yr pilot scheme. His purpose is to reduce GP workload by dealing with medication issues, LTC patients issues like blood pressure and to review medications. He is involved with follow up work but not new problems. Patients medication upon discharge from hospital will also be part of this work.
- PC indicated that feedback from patients was already very positive.
- PPG thanked Calvin for attending.

### **8.2 One Life Walking for Health**

- PPG again discussed the idea from Tracey Bullard suggesting practice led walks.
- One Life Walking for Health is already advertised by the surgery.
- The idea of practice led walks does not seem practicable.

No further action needed.

### **8.3 Election of new Officers for PPG**

- PC indicated that her year as chair would finish on 7 April 2017. There would need to be elections of new officers.

### **8.4 Next Meetings**

- AGM 9 March 2017 Bungay Medical Centre 6.30pm
- No meeting in April
- Thursday 11 May 2017 Bungay Medical Centre 4.00pm

### **8.5 PPG Forum 22 February 2017 Beccles House (Note change of date)**

Action: PC and CM to attend

**Signed:**

**Date:**

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**Appendix 1**

PRACTICE REPORT FOR PPG  
9.2.2017

Staffing

- Same Day Team. On Call GP team and Primary Care Practitioner working very well. We do not have the definitive team managing all elements of Triage as training still underway.
- Practice Nurse - Maternity cover – Agency Locum Practice Nurse started on 1<sup>st</sup> February 2017
- TUPE – Legislative issues regarding NHS Pension. Therefore to protect staff the process has been halted until such time as this issue is resolved.
- RESPIRATORY NURSE Awaiting confirmation of start date.

Services

- Mental Health worker. Start date to be advised – interviews on 2.2.17
- Friends and Family Test.

Building

- Hot water and heating boiler – well underway. We now have hot water!

Other

Time for Care programme – NHS England's general practice development programme is offering to provide national expertise and support for groups of practices in a CCG area to implement their choice of innovations that release time for care.

Members of staff (clinical and non-clinical) are attending a workshop later in February – idea is that we work creatively to free up clinical time for doctors and nurses to see patients.