**PATIENT PARTICIPATION GROUP MEETING 4.4.2014**

**MINUTES FROM THE MEETING**

**Attended:**

Patients

Mrs MY, PG, IM, MK

Staff

SHF, BD and CC

**Apologies:** GE, MP, CC, JM

Minutes from last meeting agreed.

No outstanding actions from the last meeting. However, it was raised that the message prescription counterfoil needs to give clearer direction.

**CC Practice Nurse advising how nurses keep their skills up to date**

CC confirmed that all qualified nurses are registered with the Nursing and Midwifery Council (NMC). To continue registration with the NMC nurses need to provide evidence every year of continual professional training.

Each year CC attends annual mandatory training, for example, Resuscitation training, Immunisation and Vaccination training, Health and Safety training, Safeguarding Children training. Every three years she has refresher cytology training. Her chosen areas of expertise are Asthma, COPD, Chronic Heart Disease - she attends annual update training for each of these.

Every 2 to 3 months all the nurses meet with BD to discuss recent issues and any relevant developments.

**BD GP Partner advising how she keeps her skills & knowledge up to date**

BD explained how every GP must have an annual appraisal and be re-validated every 5 years.

Appraisals are an annual review with another GP who has been trained as an Appraiser. For these she must provide evidence of how she keeps her skills up to date and keep a development plan. She attends courses and must provide evidence of how she is using this knowledge within the Practice. Each year she must attain 50 credits for her appraisal by attending courses and cascading knowledge gained from these courses to her colleagues.

She constantly looks towards making quality improvements by auditing, reviewing records and referrals to check if they are appropriate.

Re-validation of every GP commenced in 2012. This is done every 5 years and takes into account the previous five annual appraisals, feedback from colleagues and patient survey questionnaires.

**CCG Meeting 6th March 2014**

MY explained that because not enough of the public were attending these meetings the meetings are no longer open to the public. However, the CCG still send her a copy of the meeting minutes. She provided a copy of February and March 2014 meeting minutes for the Ling House PPG file.

**Bradford & District Healthwatch Report**

Healthwatch Bradford & District is an independent organisation who produced a report after speaking to patients from 85 GP Practices across the Bradford and Airedale District. Their 585 comments were used to produce the document called ‘Invisible at the desk’ denoting the experiences and views of patients using the Primary care Services.

The PPG discussed each of the 15 Recommendations raised by the report. The main areas raised were that perhaps as a Practice we could put more useful information on our website to help patients e.g. information to help patients with various conditions, links to useful websites e.g. Carers Resource, local Cancer support groups etc.

**AOB**

We discussed that it would be beneficial if we tried to engage more patients to join the PPG.

It was generally agreed that a good idea would be to put out patient fliers regarding joining the PPG just prior to the next meeting and ask GPs and nurses to highlight these to their patients.

PG kindly agreed to chair the next meeting again.

**Date and time of next meeting:**

**Tuesday 8th July 2014 at 5.45pm**