

**PORTER BROOK MEDICAL CENTRE  
PATIENT PARTICIPATION GROUP MINUTES**

**Thursday 18<sup>th</sup> April 2013**

Present: Susie Uprichard Practice Manager & Business Partner  
 Natalie Phillips Patient Services Manager  
 Dr Gurjit Barn GP Partner  
 Hana Hussain  
 Raza Hussain  
 Charlie Khan  
 Eileen Nelson  
 Timothy Nelson

Apologies: Dr Kirsty Goddard GP Partner  
 Anne Baird Nurse Practitioner  
 Emma Apsa  
 Leslie Green  
 Craig King  
 Clare Rushen

<b>1. Apologies</b>	<b>Actions</b>
<p>Apologies were received from several Group members with thanks.</p> <p>Natalie reported that Clare has unfortunately resigned from the Group, and that Emma will be unable to commit to meetings during the summer period.</p> <p>The Group agreed that priority should be given to recruiting new PPG members, and that we should endeavour to do this before the next meeting.</p>	<b>Susie/ Natalie</b>
<b>2. Minutes Of Last Meeting</b>	
The minutes of the meeting held on 28 <sup>th</sup> February 2013 were accepted as an accurate record.	
<b>3. Matters Arising</b>	
<b>Practice Leaflet</b> – The practice leaflet needs to highlight the fact that we have a Comments and Suggestions book available in reception.	<b>Adam</b>
<b>4. Patient Participation Report 2012/13 – Update</b>	
<p>The Patient Participation report 2012/13 has been published and uploaded onto the practice website. The report includes results and analyses from the patient survey and a follow-up action plan as agreed by the PPG.</p> <p>Student Health at SHU carried out their own survey and their report can be found on their website.</p>	
<b>5. Health Education Event</b>	
<p>The Group discussed proposals for delivering a health education event at the practice. The following points were raised:</p> <ul style="list-style-type: none"> <li>• The event should be advertised as a 'Healthy Living Event', not a 'Health Education Event'.</li> </ul>	

<ul style="list-style-type: none"> <li>• The event should be advertised in the waiting room, in the practice newsletter and via the website.</li> <li>• Depending on the theme, it may be beneficial to invite a specialist speaker of some kind.</li> <li>• Possible themes include: health living, pain management, diet and exercise advice and managing minor illness in children.</li> <li>• Another theme for an event would be to offer information and support to carers. This was deemed a great idea as we feel that tour carers are perhaps a neglected group. We could invite a representative from the council and also from Sheffield Carers Centre.</li> <li>• We should ask patients to 'sign-up' for the event so that we can gauge numbers. It would perhaps be advisable to have limited capacity.</li> </ul> <p>It was greed that the practice would give extra thought to these suggestions and formulate an action plan for holding an event within the not too distant future.</p>	<b>Susie/ Natalie</b>
<b>6. Open Forum</b>	
<p><b>1). Statins</b> – Mr Nelson highlighted the fact that statins (drugs aimed to reduce the risk of heart attack and stroke by reducing cholesterol) seem to be hailed as “wonder pills” and questioned their use by GPs. Dr Barn acknowledged that statins have been given some bad press, however stressed that GPs prescribe these with caution and conduct regular medication reviews which monitor efficacy and side effects.</p> <p><b>2). Stop Smoking Campaign</b> – Dr Barn discussed advances with the national and local stop smoking programme. Sheffield has afforded a significant budget for training NHS staff to deliver smoking cessation advice and treatment in the city. This programme seems to be working well.</p> <p><b>3). Alcohol Reduction</b> – It is a government priority to address the issue of illness associated with increasing alcohol consumption. Alcohol is an increasing problem nationally and there is a lot of preventable illness caused by alcohol. Dr Barn is involved with the local campaign to develop services in this area. Sheffield does not currently have an effective strategy in place; however this is going to become a priority area.</p>	
<b>7. Practice News</b>	
<p><b>New Rota</b> ~ The doctors at Porter Brook are working a different rota pattern since the retirement of Dr Jones and Dr Buchanan. This means that doctors may be working on different days and at different times to what they did previously.</p> <p><b>Recruitment</b> ~ The practice in in the process of recruiting a new receptionist and look forward to appointing soon.</p> <p><b>NHS 111</b> ~ Sheffield is delaying the launch of the 111 service for the present time. Patients telephoning the surgery outside of normal opening hours are still being diverted to the GP Collaborative.</p>	

<p><b>Commissioning Group</b> ~ Sheffield Clinical Commissioning Group (Sheffield CCG) has now replaced the PCT. Doctors in Sheffield are all members of the CCG and a Board has been appointed to run and manage it. There are four separate localities in Sheffield (in order to identify and service different needs in different areas of the community) and Porter Brook is part of Sheffield West.</p> <p><b>Staff News</b> ~ Doctor Jones and Dr Buchanan are very well and enjoying their retirement.</p> <p>The practice is pleased to welcome two new GP Registrars; Dr Sara-Louise Wylie and Dr Roma Brogden.</p> <p>Nurse Amanda has now gone on maternity leave.</p>	
<p><b>8. Any Other Business</b></p>	
<p><b>Practice Newsletter</b> – Mr Khan suggested that we should incorporate a health education supplement in the quarterly practice newsletter. The Group agreed that this was a good idea and Natalie will take this forward. Susie advised that <a href="http://www.patient.co.uk">www.patient.co.uk</a> is a good source for such material.</p>	<p><b>Natalie</b></p>
<p><b>9. Date &amp; Time of the Next Meeting</b></p>	
<p>To be confirmed.</p>	