

ECCLESFIELD PRACTICE PATIENT GROUP

MEETING ON 07/12/09

PRESENT :

ECCLESFIELD PRACTICE – Simon Kirby and Michelle Payling

PATIENTS – Dorothy Black ,Christopher Black ,Joyce Ford and Doris E. Stow

APOLOGIES – Kerry Newton ,Dr. Andrew McCoy and Andrew Stafford

1.0 The chair welcomed all present .

1.1 The minutes of then last meeting were read and accepted as a true record by all present

2.0 Their were no matters arising from these minutes.

3.0 Doris advised that she had e. mailed Pauline but had presently not received a reply .Gerry had advised that whilst he would not be rejoining the committee he would pursue the matter of the re-sighting of the bus stop .

4.0 The updated terms of reference were read and accepted by all members present .

5.0 The update on projects from the “Meet the Staff “ session .

- a) The ADVERTISING THE PRACTICE ELEMENT – New boards to highlight services and new doctors name boards plus an activity book with information on services both within and external to the practice are being implemented .
- b) A photo-board showing the doctors and staff plus a board showing details of the EPPG and photographs of its members is being implemented .
- c) Simon is to submit a bid for funding for the electronic notice screen .
- d) A bid for 1 or 2 touch screen units is being put together to be submitted to the PCT .
- e) Simon advised that the Newsletter was now complete and passed copies to all committee members present this item was very well received and was approved by all members present .
- f) Simon advised that the re-decorating of both surgeries was now partly completed . The receptionists desk at Ecclesfield is to have proper secretarial chairs and the work area is to be lowered .
- g) The online booking is still being pursued and more patients are signing up each week .The one problem is patients who ask to join then do not collect their sign on forms .

h) The designated child area .The health and safety aspects are being addressed and a decision regarding the most suitable activities for it will be made in the near future .

i) Triage – notices that this will run from 08.30 to 10.00 for patients to receive on the day advise have been set up .

6.0 With the approval of all committee members present the Newsletter was signed off and is now on the reception desks at both surgeries .

7.0 It was decided that in January 2010 the book stall will be implemented .Paper backs 50p. and hard backs £1.00 .Joyce is to set up a bank account for the group and three signatories will be chosen at the next meeting .It was suggested that the doctors be asked for a wish list of equipment which could possibly be funded by the group .Michelle will ask staff for any books they would like to donate and a notice asking patients for their unwanted books is to be put up at Ecclesfield surgery in the New Year .

8.0 Simon suggested that now that Dr. Jevons has retired and no longer represents the practice on the Jeffcott group one of the committee might like to go as the practice representative .Joyce volunteered to do so and to put in a bid for the funding of the electronic board .

**NEXT MEETING IS ON THE 18TH. JANUARY 2010 AT 12.45p.m AT
MARGETSON SURGERY**