

## **DOUNBY SURGERY/EVIE BRANCH SURGERY**

### **Patient Participation Group (PPG) Meeting**

**Tuesday 18<sup>th</sup> September 2018**

**Present:** Lorraine Flett  
Liz Kennedy  
Richard Gibson  
Dr Huw Thomas

Annabel Eltome  
Pat Shields  
Christine Northage  
Dr Rebekah Palmer

**Apologies:** Lynn Runciman  
Erlend Nicolson

Liz Kennedy  
Hilary Morrell

#### **1. Welcome**

Dr Thomas welcomed everyone to the meeting and Dr Palmer introduced herself to the group.

#### **2. Matters Arising**

- **Online Appointment Booking** – Lorraine is waiting for support from EMIS before this can be set up. Lorraine then arrange log in details and willing PPG members will try out the system before it is offered to all patients.

#### **3. Flu Vaccines**

The flu vaccine programme is much more complicated this year as different age groups will receive 3 different vaccines. In addition there are supply problems with the vaccine for people aged 75 or above, this vaccine will be delivered in 3 batches in September, October and November.

For these reasons the surgery is unable to offer a drop in flu clinic as usual this year. Patients will need to book an appointment, this will ensure that there is sufficient stock of the correct vaccine available.

#### **4. Key Information Summary**

Following on from the previous meeting, Dr Thomas provided the group with more details about Key Information Summaries.

Information contained in this can include personal details, medication, diagnosis, power of attorney details and section 47, incapacity details. There is also a free text box where a GP can add any relevant information.

This is written with the agreement of the person and can then be made available through the GP computer system to other services looking after the patient such as NHS24 or the ambulance service

#### **5. Practice Update**

- The practice currently has a full complement of staff with Rachel, a new receptionist recently joining the team.
- There will be a new trainee GP starting in the practice in February 2019.
- The phototherapy service is going well with lots of positive feedback from patients. It can be used to treat various skin complaints.

#### **6. Date and time of next meeting**

The next meeting will be on Tuesday 27<sup>th</sup> October 11.30am