**BLOXWICH MEDICAL PRACTICE**

**PATIENT PARTICIPATION GROUP MEETING MINUTES**

**TUESDAY 22nd JANUARY 2019**

**Attendees: Apologies:**

**Trevor Hancock Dr Brand**

**Maggie Ward Ray Bunn**

**Gail Crawford Doris Clarke**

**Julie Hykin Peter Clarke**

 **Tony Parker**

1. **Minutes From Previous Meeting:**

All Agreed true record.

1. **Matters Arising:**

Maggie informed the group that Emis confirmed that patients cannot book more than 2 pending appointments through online access at any one time.

1. **Friends and Family Test:**

There were 2 cards completed by patients for October and 8 for November, but none for December.

  

1. **Online Services:**

35% achieved- target set by CCG for 2018/2019 is 30%

1. **Printer/ Laminating Materials:**

No reimbursement is required by Julie at this time.

1. **Practice Cancer Champions:**

Julie was pleased to hear that Dr Brand had enrolled the practice in the Cancer Champions project.

Dr Alam has had the relevant training and Sue (receptionist) is due her training soon.

Dr Alam gave a presentation regarding this training during last week’s practice meeting. All clinicians would use a template when conducting a cancer review appointment.

Each Tuesday at the practice clinical meeting any new cancer diagnosis patients will be discussed and will have a cancer care review appointment. Sue will discuss and provide relevant paperwork for the patient before the appointment.

A MacMillan display board is available for practices to use. Maggie will contact the MacMillan Hub, Manor hospital to obtain the board and leaflets to display in it. Julie mentioned that the Aldridge practice could be contacted for any information regarding the project as they have been doing this for some time.

Julie also mentioned that when Sue does her training she will probably be informed that she will need to be involved in a cancer awareness event. This could be at the Bowel Cancer Screening awareness event that the PPG will be holding in April 2019.

Julie informed the group that Aldridge have a designated room for reviewing cancer patients where they display their MacMillan information board. As this practice does not have that option available, Maggie will discuss with Sue and Karen, PM, where she might privately see cancer patients.

1. **Any Other Business:**

Sharon White, Bowel Screening Representative came to the Surgery on the 28th November to promote Bowel Screening and deemed it successful as she managed to engage with 20+ patients. She asked if she could come in one morning in April as it is Bowel Cancer Awareness month. Trevor agreed. The PPG would also hold an awareness event at the same time. Maggie will organise the date with Sharon and confirm with Trevor and Julie its suitability. Sharon also expressed a wish to meet PPG members. Trevor agreed that she could attend our PPG meeting in May.

1. **Dates of Next Meetings:**

**26.3.19 at 1pm**

**21.5.19 at 1pm**