

The Cloisters Medical Practice

Doctors: Nigel Cole, Mary Crossman, Louise Hammersley, Helen Stokes-Lampard,
Clare Hutchings, Diana Newson and Gulshan Kaul

Patients Participation Group

Minutes of the Committee Meeting held at 4pm on Wednesday March 21st 2007
at Greenhill Health Centre

Present:

Present:- Tony Duff (Chairman), Pam Handscomb and June Melsom (Joint Secretary), Kay Johnson, Gillian Eggleshaw, Rebecca Orgill (Practice Business Manager), Jenny Hawkins (Office Manager) and Dr. Mary Crossman.

1) Apologies for absence

Apologies were received from Gillian Edwards and Pat Barber.

2) Minutes of the Last Meeting

Minutes of the meeting held on Tuesday 23rd January 2007, having been distributed to all members prior to this meeting, were approved and signed by the Chairman as a correct record of that meeting.

3) Matters arising from the minutes

3.1 The Chairman reported that he had purchased a flower trough as a gift to show our thanks and appreciation to our former Chairperson Anna Allen who was delighted with the gift. After some discussion Dr. Crossman suggested that the Practice could pay for the gift. This was agreed by the Committee.

4) Chairman's Report

4.1 The Chairman reported on his attempts to fill the vacancies on the committee. It had not yet been possible to meet with Dr. Cummings but it was hoped that the Sub-Committee would meet with him on April 2nd.

4.2 The Chairman had sent an agenda to the School to be forwarded to Amy Ryan as our Student representative, hoping for a response, but with no avail.

4.3 The Chairman said he will contact Heads of Schools to find a Student member and suggest the benefits of becoming involved. Also that part of our Constitution is to have two members from 18yrs and under.

4.4 The Chairman has received a letter from the PCT about Health panel meetings and will be attending the next one, which is being held at Samuel Johnson's Hospital.

5) Practice Managers Report

5.1 Rebecca reported that there had been a good meeting to discuss the questionnaire to patients and a report had been produced and will be displayed on the notice board. All the points arising from the questionnaire had been dealt with.

5.2 Rebecca also reported that Dr. Kaul who is a specialist in ear, nose and throat illness, will be starting a special clinic soon where he will perform minor treatments or refer on to the Hospital for specialised needs.

5.3 The Practice has met with Birmingham Medical School and will be taking year 3 students to work in the Practice as part of their course. Patients will be recruited to be examined by the Student along with a Practice Dr. The students should start in September or October.

6) Awareness Evening

An awareness evening was discussed with a meeting possibly in April or May. Four representatives had been contacted to speak on Chronic Heart Disease but none were available. A representative had spoken to Dr. Crossman about Chronic Respiratory Pulmonary Disease. It was suggested by Dr. Crossman that it might be possible to get a specialist for exercises to help Pulmonary function. Discussion took place on possible future topics but no conclusion was reached. We would use the Emmanuel Church Centre again for future meetings as it was felt generally by the Committee that it was a good venue.

7) 2007 Spring Newsletter

The Chairman had hoped to have a draft of the Newsletter to show the Committee but was awaiting some details for the report, on the previous awareness evening. The Newsletter would now be A4 size and be available in April. Chairman asked for topics for the Newsletter and Kay suggested an article about past and present Chairman. Tony would E-mail copies to Rebecca, Kay and Pat. Kay suggested having details in the Newsletter about Committee vacancies. Gillian asked that a request should be included for people to return unused medicines to the Pharmacy for safe disposing.

Date of next meeting:- Tuesday 4th June 2007 at 4pm.

