

The Ranworth Surgery

**Patient Participation Group (PPG)**

**“THE PATIENT’S VOICE”**



**PPG Meeting held at the Kennedy Way Medical Centre  
at 2pm on May 19<sup>th</sup>, 2022**

## **Minutes**

**Present:**

Keith Beaman	<b>KB</b>	Chairman Ranworth PPG
Monica Beaman	<b>MB</b>	PPG Member
Rosemary Fellowes	<b>RF</b>	PPG Member
Gary Fellowes	<b>GF</b>	PPG Member
Mick Greenslade	<b>MG</b>	PPG Member
Debbie Gladsby	<b>DG</b>	PPG Member
Jane O'Shea	<b>JO</b>	Ranworth Practice Manager
Claire Corbett	<b>CC</b>	ICS. Cancer Transformation Programme
Helen Moreton	<b>HM</b>	ICS. Cancer Transformation Programme

<b>ITEM</b>		<b>ACTION</b>
<b>1.0</b>	<b>Welcome:</b> K.B. welcomed members along with two guest speakers Claire Corbett and Helen Moreton.	
<b>2.0</b>	<b>Apologies:</b> K.B. registered the names of Lisa Scott, Kathryn Hutchinson, Steve Cole, John Sacco and Christine Frahm.	
<b>3.0</b>	<b>Presentation of the Lung Health Pathway Programme by Claire Corbett and Helen Moreton.</b> A copy of the slides and leaflet for this presentation were circulated to all PPG members prior to the meeting. C.C. and H.M. briefly went through the slides and took numerous questions from PPG members. The overall plan will be for surgeries to notify their patients aged 55-74 about this targeted programme. It is believed that 25,000 patients are eligible and of these 14,000 are believed to be ever smokers. (Ever means a person who has smoked more than 100 cigarettes at some time in their lives). This programme will allow patients to make an appointment with the Lung Health Pathway staff, who will make an initial assessment to see whether a scan might be required dependent on the lung cancer risk level determined for the individual. It is planned that scans will take place at the Community Clacton Diagnostic Centre. This programme will be advertised through mass media to raise public awareness. At the same time Ranworth Surgery will advise all eligible patients in the 55-74 age group	

	<p>about making an appointment with the Lung Health Pathway Team. It is hoped to begin this programme in the Autumn.</p> <p>All PPGs are asked to help promote this programme as much as possible, and we can do this through the Ranworth Times, Ranworth website, Ranworth waiting room T.V. and posters.</p> <p>Finally, Claire Corbett advised that they were seeking patient representation for this project to ensure patient views are taken into account when finalising the Lung Health Pathway. Any member who would like to be involved with this project should firstly email our chairman who in turn will put you in touch with Claire and Helen.</p>	
4.0	<p><b>Acceptance of the Minutes of the previous meeting on February 24<sup>th</sup>, 2022.</b></p> <p>The minutes were accepted as a true record.</p>	ALL
5.0	<p><b>Matters Arising</b></p> <p>a) <b>Additional temporary accommodation for Ranworth.</b></p> <p>Since our last meeting plans to occupy part of Reckitts Lodge have been abandoned and proposed accommodation within the main Clacton Hospital building has been accepted. This will include two consultation rooms, two smaller clinical offices and one larger administration office with a separate staff rest room. Photos of the area were shown by K.B.</p> <p>All the decoration of these rooms is now complete and once the furniture has arrived and last minute I.T. access has been installed; the staff can take up residence. (This is expected in early June). This will create badly needed clinic and office space at Ranworth in Pier Avenue. It is intended that very few patients, if any, will need to attend this temporary accommodation at Clacton Hospital.</p> <p>b) <b>Appointment of a Deputy Chairman.</b></p> <p>Long serving member Steven Cole has offered to be our Deputy Chairman and a resume of his career path within the N.H.S. was read out for members. K.B. proposed and J.O. seconded the appointment of Steven and he was appointed unanimously by the members. K.B. stated that he believed Steven would be a great asset to the PPG in this new role.</p> <p><b>Appointment of Secretary</b></p> <p>Whilst no-one was appointed to this role, K.B. thanked M.B. and R.F. for their support in typing and proof reading of all PPG documentation.</p>	<p>KB</p> <p>ALL</p>

	<p>c) <b>Covid Vaccination Update</b>  J.O. gave an update regarding the latest programme of Covid boosters. This has now been completed and thoughts are already looking to the Autumn when another booster is likely to be provided, probably along with the Flu jabs.</p> <p>d) <b>Confidential Agreement</b>  A new Confidential Agreement was adopted by all members present. This was issued by the CCG and approved by Dr F Shamshad. All members in attendance were given a copy which they duly completed and signed and they were countersigned on Ranworth's behalf by J.O.  All members will be asked to accept and complete a copy of this agreement in due time.</p> <p>e) <b>Proposed Summer edition of the Ranworth Times</b>  The Summer 2022 draft edition was presented and included articles on Hay Fever, Sunscreen and Sun Safety, Social Prescribing, Patient Access to their G.P. Medical Record, Ranworth Staff Updates, Planned Care Waiting List Information and temporary accommodation for Ranworth Staff at Clacton Hospital. This was all accepted in principle and will be finalised and printed in June.</p>	<p>JO</p> <p>ALL</p> <p>ALL</p>
6.0	<p><b>Primary Care Network (PCN)</b></p> <p>The possibility of the PPG being represented at PCN meetings was discussed, and further thought will be given to this important matter.</p>	KB/JO
7.0	<p><b>Tendring PPG Liaison Group</b></p> <p>No report available.</p>	KB
8.0	<p><b>Access to Patient Records via NHS App.</b></p> <p>The upgrading of access to patient records was due to take place in April, but has now been delayed to late Summer by NHS Digital.</p>	KB/JO
9.0	<p><b>Veteran Friendly Accreditation</b></p> <p>It has been confirmed that the Surgery will not pursue Veteran Friendly accreditation at this time.</p> <p><b>Hard of Hearing</b></p> <p>Regarding the upgrading of facilities for the hard</p>	KB/JO

	of hearing at reception, a hearing loop system has been ordered and will be installed in June in the patient reception area.	
<b>10.0</b>	<b>Date and venue of Next Meeting: Thursday September 22<sup>nd</sup> at 2pm in the meeting room at Clacton Hospital</b>	<b>ALL</b>

**Reply to: PPG Chairman – Email: [ppgranworthsurgery@gmail.com](mailto:ppgranworthsurgery@gmail.com)**