**BARTON HOUSE GROUP PRACTICE**

**Patient Participation Group (PPG)**

**Thursday 27th February 2020**

**Time: 1.00**

**Chair: Dr Matthew Bench**

1. **Present:** PG, PK, AA, JN, HK, EP, CS, MB, BN & DB
   1. **Apologies:** CD, TS,JB, IS, LW, VF, AA & SO
2. **Matters arising from last meeting**: MB welcomed the group and thanked them for taking time to attend the meeting.
3. **Staff News (PCN)**: LB, Pharmacist has started work, she will work at Barton House two days a week, her role at Barton House is still undetermined. She is still undergoing training, currently she will be helping out with Medication Reconciliation, working on hospital discharge letters etc.
   1. Social Prescriber, AC, has started work; she will be working on Mondays, and will be sign posting patients to many of the services currently available.
4. **Work in Reception Area**: Funding was provided by the PPG, Front Counters waiting to be installed, Partition has been installed to give privacy to back office, and allow staff more space to work in.
   1. Also due to new storage space being available upstairs, BH Patient’s Paper Records have been moved upstairs, as well as additional storage space being freed downstairs. A room upstairs has been allocated to the GP’s to free up much needed clinical rooms downstairs.
5. **Care Quality Commission (CQC) Annual Regulatory Review:** Data had been processed, and Telephone Review completed, Rating was unchanged, this is now a yearly event.
6. **Corona Virus:** Has not affected Barton House yet, no testing available, current guidelines to Wash Hands.
7. **Bulk Text Message –** At the request of NHS England, bulk text messages will be going out to patients. If patients wish to decline from receiving text message they may do so.
8. **Digitisation of Paper Records:** Paper records travel with patients when they move GP surgery. Some patients have more than 1 set of records, these records are kept in files known as Lloyd Georges, when a patient joins new GP Practice these paper records are summarized. A project has begun where all paper records will be scanned electronically. The CCG has provided funding for all GP Practices in Hackney. Privacy of patient records will not be affected.
   1. **Summary Care Record** (SCR) is an electronic summary of important patient medical information, created from GP medical record. It can be used by authorised healthcare professionals in other areas of the health and care system involved in the patient's direct care.

**Patient health records** (PHC) contain confidential patient information. PHC holds two types of information, (1) information that can identify a patient and (2) information relating to a patient’s health treatment. This information can be used to plan and improve health and care services, and research and develop and cures for serious illness. Patients can opt out from their information being used for research purposes by completing an online form, Link to be emailed to PPG members by Dipa.

1. **HealthWatch Report:** HealthWatch had commissioned a report on GP Practice websites, there was various criteria’s and recommendations made and Barton House has taken these recommendations on board, our website is currently in the process of being updated.
2. **Any Other Business:** Old medications, pharmacy should be taking them back.
3. **Date of Next Meeting: 28th May 2020 At 1.00pm**

**Thank you for attending the meeting.**