

**CARNOUSTIE MEDICAL GROUP  
PATIENT REPRESENTATIVE GROUP**

**Minute of Meeting held at Parkview Primary Care Centre  
on Monday 25<sup>th</sup> March 2019 at 2.45pm**

**Present – Chairperson – Stuart Anderson**

**Secretary – Ethel O’Donnell**

**Treasurer – Apologies**

**Committee – Isabel Clark, Kathleen Macdonald, Maureen Wilkie, Alan Gall,  
Margaret McKinlay, Eddie Wilmott,**

**Business Manager – Lynn McGowan**

**Apologies :- Ken Drysdale, Jeanne Kirk, Anne Gosling, Amy McLeod**

<p><b>1. Stuart welcomed all to the meeting and gave apologies as above.</b></p> <p><b>2. The Minute of the last meeting 25<sup>th</sup> February 2019</b> was taken as read and approved and seconded by Margaret McKinlay &amp; Kathleen Macdonald respectively</p> <p><b>2. Matters arising –</b></p> <p><b>i. Progress of the Sub-committee who are</b> looking at facts and figures to assess the feasibility of following up concerns that the proposed housing developments in the town will have on health care. The group have met twice since the last meeting and have been successful in accessing information on CMG staffing levels and Practice population ratios and the number of residents in Residential and sheltered housing care. However it is proving more difficult to confirm the accuracy of housing development figures. The group continue to work on this and will report back on findings.</p> <p>Stuart asked Lynn if the Practice could cope with an increase in the Practice population that the potential housing developments would bring. Lynn gave a brief account of the ethos of CMG regarding Practice population increases. Because there is only one GP Practice in town it has not been policy to refuse residents registration and so far it has always been able to accommodate increases. With the current GP/Patient ratio this is not a concern at this time. The Practice continues to explore options and assess the effectiveness of them to maintain a sustainable service for Carnoustie residents.</p> <p>Eddie asked if there were defined boundaries for the CMG catchment area. Lynn confirmed this to be the case and that a map of the boundaries is available.</p> <p><b>ii. Delivery of the Newsletter –</b> now the name of the group has been determined and approved at the AGM, the delivery of the PRG and Practice Newsletters can proceed. Stuart will speak with Kenny Lee of the Scouts to take this forward.</p> <p><b>iii. Gala Day –</b> It is agreed to have a table at the Carnoustie Gala Day on Saturday 6<sup>th</sup> June. We will have activities for children in the hope they will bring the parents forward to open discussion with them to promote the PRG. Proposed possibilities - Hooking Ducks (Eddie) Lucky Dip Pinboard (Ethel) Health Quiz (Isabel to do a draft) Word Search of Services available from the Medical Centre. A nominal charge will be made to entrants to cover costs on the day. Low cost prizes will be sourced for the children’s activities. Pens with logo will be costed.</p> <p>Any surplus Quiz sheets will be made available in the Medical Centre and Lynn can also distribute them via contacts at Carnoustie High School.</p> <p>Support will be required from members on the day.</p>	<p style="text-align: center;"><b>STUART</b></p> <p style="text-align: center;"><b>EDDIE, ISABEL, ETHEL, ALL</b></p> <p style="text-align: center;"><b>LYNN</b></p> <p style="text-align: center;"><b>ALL</b></p>
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<p><b>3. Updating the Video information source in waiting area</b> – Carnoustie High School pupils can no longer be involved in updating the current video. Lynn is looking at other options to bring the content up to date. Names of possible local people who may be interested were given to Lynn.</p> <p><b>4. Report from Lynn on Practice Activity –</b></p> <p><b>i. Nurse Practitioner</b> - Rosie Munro, Nurse Practitioner had previously retired but had returned for a 6 month period. This contract ends in April but due to annual leave Rosie left the Practice this week.</p> <p><b>ii. Admin appointment-</b> a new Admin person started today.</p> <p><b>iii. Physio First</b> – The Physio First Service location will be changing – no fixed date yet but likely to be about May. The service will still be available but located at Arbroath Infirmary. Existing staff are being drafted to Arbroath Infirmary to help bring down the waiting lists. It is hoped that after a period of time, the service will return to the Practice. More info to follow as Lynn obtains this.</p> <p><b>iv. PPCC heating boilers</b> continue to give problems. Until they can be fixed the heating will be on permanently to maintain an acceptable temperature for the comfort of staff and patients.</p> <p><b>5. AOCB</b></p> <p><b>i. Margaret asked for clarification of ‘Birthday Health Checks’.</b> Lynn advised that these had been stopped some time ago because they were found not to be effective in providing the outcomes they were designed to do. They have been replaced by a more effective ‘Chronic Illness’ checks.</p> <p>Patients are now encouraged to take responsibility for their own health by self-monitoring any concerns about their health by using the blood pressure machines and other equipment available in the Surgery POD in the waiting area. All results are recorded and appear on a patient’s record. Readings which cause concern are highlighted and the patient will be contacted.</p>	<p><b>LYNN</b></p>
<p><b>ii. Repeat prescriptions</b> – Margaret has noticed that the telephone number to order repeat prescriptions is no longer on the prescription. Lynn said that although the telephone answering service for Repeat Prescriptions is still available it is preferred to have the information in writing to avoid mistakes being made. Currently the Flu advert is advertised on the prescription but will be removed at the end of the month when the Flu Campaign for 2019 comes to an end. The telephone number will be shown again when this is removed.</p> <p>With business complete the meeting closed at 15.45</p> <p>Date &amp; Venue of next meeting – <b>Monday 29<sup>th</sup> April 2019 at 6pm in Parkview Primary Care Centre.</b></p> <p>Ethel O’Donnell</p> <p><i>Ethel O’Donnell</i></p> <p>Minute Secretary 26<sup>th</sup> March 2019</p> <p>Minute approved – .....Date.....</p> <p>Seconded.....Date.....</p>	<p><b>LYNN</b></p>

