

**MINUTES OF OPA-SPLASH COMMITTEE MEETING 13th May 2015**

**QUEEN ALEXANDRA HOSPITAL, MACMILLAN CENTRE**

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| **Present** | Lorraine Sutton (LS) – Clinical Support  Simone Harris (SH) – Clinical Support  Phil Coverdale (PC) – Treasurer  Pam Bonshor (PB) - Secretary  Wendy Adams (WA)  Maggie Nichol (MN)  Mel Willis (MW)  Paul Chivers (P) |  |
| **Apologies** | Mike Cotton – Chair  James Sweeney  Cliff Humphreys |  |

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| **Item**  **(a)** | **Discussion**  **(b)** | **Action with**  **(c)** |
| 1. Minutes of last meeting | The Minutes of the last committee meeting held on 18th February where reviewed and held to be a true record of the meeting. |  |
| 2. Cancer Psychologist Campaign | A Business Case has been sent off for approval for a permanent Cancer Psychologist at QAH. Lorraine to organise another visit from a Cancer Psychologist to the next group meeting (Sep 15). | LS |
| 3. Display Board | Pam to produce laminated display board advertising OPA-SPLASH for outpatient’s dept notice board. | PB |
| 4. Agenda for next group meeting | The Agenda for the next group meeting to be held on 13th June was decided as follows:   1. Welcome (Lorraine) 10:00 – 10:05 2. Update on Be Clear on Cancer Campaign/Awareness Days, NHS 5 year plan & group discussion on GPs 10:05 – 10:45 3. Coffee Break 10:45 – 11:15 4. Surgeon Chat/Update 11:15 – 11:30 5. Q&A Session (Group Members) 11:30 – 11:50 6. Feedback, Raffle, Quiz/fundraising ideas & Goodbye (Phil) 11:50 – 12:00   Pam to produce agenda on Powerpoint  Phil to print copies for distribution on the day | PB  PC |
| 5. Future Attendance of GP’s | The possibility of inviting GPs to a future OPA meeting was discussed, this was to give GPs an idea of the patient’s point of view, and how they feel about the importance of early diagnosis/faster referrals. Maggie advised that Dr Ross from the Heywood Clinic would be a good choice to invite. This is an ongoing discussion for a future meeting. | All |
| 6. Supply of Cups | Simone confirmed that Mr Dempster would definitely be supplying us with cups for our future meetings. Simone is liaising with Mr Dempster to make arrangements for this. | SH |
| 7. Carers Group | It was decided that in future group discussion situations there should be a separate group for the carers, so they can discuss their own experiences from their perspective. Pam to chair. | PB |
| 8. Raffle | Wendy to bake a chocolate cake to be a raffle prize at forthcoming meeting on 13th June. Other raffle prizes were discussed and a selection of prizes will be available at the meeting. | WA  All |
| 9. Treasury Signatory | Pam signed paperwork to be co-signatory for the group’s funds. |  |
| 10. Summer/Fundraising Ideas | Ideas for fundraising were discussed. It was suggested that a quiz could be a realistic idea; this is to be discussed with the group on closure of the next meeting 13th June by Phil. | PC |
| 11. Feedback | Feedback from the previous meeting was discussed, one patient found the experience of a patient off-putting and negative. It was suggested that the map to the QUAD centre could be improved on the QAH website. |  |
| 12. Date of next OPA-SPLASH committee meeting | The date of the next committee meeting is to be confirmed. |  |