

Patient Participation Group – 4<sup>th</sup> June 2015, 4.00pm

#### Agenda

Present: TG/CY/AH/DA/ST/LB – Patients

Dr Richard Hall, Anita Hampson, Rita Dawson – Practice Staff

1. Introductions and welcome	All	
2. Minutes of last meeting 15 <sup>th</sup> January 2015	Anita Agreed Dr Gillian Kitchen joined the practice in April 2015.	
Open Meeting Review	All – Agreed meeting had been great success and was well attended by over 30 interested patients. Agreed good to consider other similar events which could be supported by the practice. However, would be a need for more members of the group to take an active part in the preparation as it had been quite onerous for the 3 who undertook it on this occasion.	<b>All members of the group to consider future themes and agree how workload can equitably split</b>
Structure, role and responsibilities of PPG	All Agreed to review once membership drive had taken place. Needed to have membership drive and agreed initially a card system similar to the FFT test cards would help in attracting members to both a real and virtual group.	<b>AH to draft card and get agreement via email/small meeting to ensure group agrees with content. Anita to organise printing etc.</b>
PPG Website presence and direct email	Anita – There was an opportunity for the group to manage the web page dedicated to the PPG via links with Practice IT administrator	
Crossley Street Dementia Scheme	Anita – Anita gave comprehensive review of the new Dementia Scheme the practice had been commissioned to undertake.	

	<p>There had been a lot of interest in the project and it will be formally starting in July 15.</p> <p>There is opportunity once the clinics are in place for members of the PPG to assist. This was an innovative project which could be rolled out to further practices, however, for the moment this funding was non recurrent and we needed to evidence success to ensure continuation Anita will keep the group updated.</p>	
PPG involvement in Practice projects	Dr Hall – Agreed that the large noticeboard outside Day Lewis could be given over to 1 specific health promotion on a monthly basis working in conjunction with the Nursing team who managed health promotion. Ideas for themes etc can be discussed. Practice could support with use of materials etc.	<b>Group to liaise with practice re themes and support</b>
CQC Visit	Anita – updated that likely practice visit during July/Aug. Practice had some significant training in recent months and identified areas which needed tightening up etc. On day CQC would wish to speak to a selection of patients and Anita would be contacting group as soon as notified to get some representation from the group.	<b>Anita to keep the group informed</b>
Next Meeting	Late July/Early Aug?	Agreed 23 <sup>rd</sup> July 2015 at 4pm
<p>AOB</p> <p>PPG Boards</p> <p>Virtual groups</p> <p>Open day</p> <p>EPS</p>	<p>Anne Boards had been updated though locations were not ideal. Unfortunately to geography of building there were constraints on where boards can be placed.</p> <p>Agreed a virtual group may get greater interest and particularly in younger/working people.</p> <p>Discussed above</p> <p>Updated on practice transition to Electronic Prescribing – successful and no issues to report</p>	<b>Anita agreed to review location of boards etc</b>