



Notes of the meeting held on 3/3/16

Present

Patient Representatives David Marshall, Jill Hicks, Joyce Drakard, , Ann Norman, Susan May, Pauline Thrower, Anne Loveday, Jean Dennis, Clare Miles

Surgery Representatives Dr Debbie Mason, GP Partner, Marian Sowter, Sue Saunders Practice Manager.

Apologies	Apologies received from Rosie Serpis, Melanie Knight Fiona Brown ,Dr Bruce, Carole Lee, Joyce Waller, Tao Wilson, Dr Reshma Rajagopal
Agree Notes from last meeting, Update action plan	Notes agreed from the meeting held on 26 th November 16 Actions updated , Please see attached list
Update on the HUB	The practice will release information on the HUB when they are informed, updates will be put onto the website with a question and answers page, Patients can submit questions through the website and view answers.
Change of Day for the meetings	After discussion it was agreed that we would alternate meetings between a Tuesday and a Thursday therefore the dates of meetings for 2016 are Tuesday 7 th June, Thursday 8 th September and Tuesday 22 nd November
News from Medical Team	Dr Mason shared that that the practice has a new Receptionist. PPG fund had been used to purchase a paediatric SATS probe, an emergency paediatric Kit for use in the surgery and they are looking at possibly purchasing wheel chair friendly electronic scales. The waiting room BP monitor has been put on hold until whether the surgery know if they will be moving into the HUB or not.
PPG Fund	Helen Burns updated the PPG and the spreadsheet was shared.
PPG Communications	David Marshall shared that the Practice new system is being used and patients have reregistered for the online services. Patients may soon be able to apply to have access to their detailed medical records on line, this will be dependent on them applying with identification and their Doctor agreeing to this access. David was asked if the screen advertised the proceeds of the latest coffee morning.
PPG Social Events	The social subcommittee are discussing events and will bring some ideas to the next meeting.
PPG Book stall	Is still going well with a good turnover of books. Our thanks go to Ann Norman for running this valuable resource.
Agenda Items from the Medical Centre	None received.
Agenda Items from the PPG	None received

AOB	<p>Roy Izatt had sent Jill Hicks a flow Chart and a report regarding Diabetes, Jill Hicks asked any of the committee members to contact her if they wanted a copy to be sent to them.</p> <p>A new person is required to take the notes and distribute them for the PPG committee due to Jill Hicks stepping down.</p>
Date of Next Meeting	<p>The Next meeting will take on Tuesday 7th June at 6.15pm in the surgery <u>Please be there by 6pm to help set up as the meeting will start promptly at 6.15pm</u></p>

ACTION ITEMS 15/3/2016 updates in red since March PPG

NO	ACTION	Who	Added	Target	Done	Comments
68	Meet and plan input to Bus Plan	'HUB' SAMC sub-committee	4/6	TBD		
73	Draft/edit/publish Winter Newsletter	Debbie/Sue/David	27/11	end Dec	15/3	PPG members to suggest items to David
74	Review website & screen content & amend	Debbie/Sue/David	27/11	1/3	3/3	PPG members to suggest items to David
75	Capture contact details of elderly patients	David/Sue	27/11	tbd		Need to have record of whom to contact for EXISTING PATIENTS in emergencies. Targeted 'CAMPAIGN' to be devised
76	Run campaign for Online sign-up	David/Sue	27/11	1/3		Repeat scrips ordering , booking Non-routine appointments; viewing summary medical records Await resolution to computer tablet screen problem
77	Research and recommend approach for surgery BP checker	Debbie	27/11	1/2	closed	deferred until space allows (new Hub)
78	Identify new items for PPG fund raising targets	SAMC	27/11	1/6		Purchased: 1x Paediatric sats probe; 1x Paediatric kit New target Electronic scales with BMI output – wheelchair friendly?
81	Plan next social event	PPG socials' team	1/2	tbd		
82	Run SAMC PPG pilot for online detailed medical records	PPG	3/3	1/6		PPG members handed application form at PPG meeting should they wish to participate