

**PATIENT PARTICIPATION GROUP
MEETING MINUTES**

TUESDAY 18th OCTOBER 2011

Attendees:

Practice Representatives: VF,CL

Patient Representatives: CC, JF, CH, CK, IK, SK, AM, MM, JP, SR, AS

Apologies: PD, DF, SB, KB, PD

Agenda Item	Discussion /Action	By Whom/When
Welcome & Introductions	New members welcomed and introductions made	
Response from text message	CL explained the groups targeted via text message in order to make our group more representative. The text message had produced some interest.	
Update from Flu Clinic & Unwanted Prescribed Medicines Leaflet	<p>JP was thanked for helping out at flu clinics. The name badges had been successful in promoting discussion about the PPG. Discussed and agreed that the prescription meds should take place during November & December 211 and selective months during 2012. The group decided that it should be advertised as unwanted prescription medicines rather than drugs.</p> <p>From October the Amnesty will be promoted on the telephone greeting. "Bring you unwanted prescribed medicines in to the surgery during November & December, for more details ask at reception"</p> <p>Arrange for "Unwanted Prescribed Medicines" leaflets to be distributed at Flu Clinics on the following proposed dates:- Thurs.20/10/11 9.30 a.m. – 12.00 noon Tues. 1/11/11 14.00 p.m - 17.00 p.m.</p> <p>Consider putting a note on prescriptions "do you need these drugs?"</p>	<p>CL/20.10.11</p> <p>VF/20.10.11</p> <p>VF</p>
Improvement Grant/Flooring	<p>All agreed that the improvement grant should be used to replace carpets in all the Doctors consulting rooms and reception area with light coloured flooring.</p> <p>Look at using non-slip flooring for reception entrance and exit areas.</p>	VF/16.11.11
Check In Screen	It was agreed to leave the Check In Screen as is and not to display how many patients waiting ahead of you.	
Water Machine	It was agreed not to purchase a free standing water machine in the waiting area, but to display a poster saying that if a glass of water was required to ask at reception. Patients were concerned about the health and safety issues a machine would create.	All CL/21.11.11
Agenda Items	VF requested agenda items were given to her or CL via	ALL/08.11.11

<p>AOB</p> <p>Wirral GP Commissioning Consortium</p> <p>Contacts</p> <p>Next Meetings</p>	<p>email, phone or via reception two weeks before a meeting. A title plus brief explanation of item required. Agendas will be sent out a week before meetings.</p> <p>"</p> <p>OO informed us that she had been attending the Wirral GPCC patient council meetings. Some members of the PPG expressed an interest in attending. VF will send details out of the group with the minutes.</p> <p>Following mobile numbers & email addresses for PPG members to contact regarding PPG issues only: VF and CL</p> <p>Tuesday 22nd November 6.30 p.m. – 7.30 p.m.</p>	
	<p>Tuesday 17th January 6.30 p.m. – 7.30 p.m</p>	<p>All</p>