

# PATIENT PARTICIPATION GROUP INTRODUCTORY MEETING MINUTES

**TUESDAY 26<sup>TH</sup> JULY 2011**

**Attendees:**

Practice Representatives: VF & C L

Patient Representatives: SB, CC, DG, JP, SR

Apologies: KB

<b>Agenda Item</b>	<b>Discussion /Action</b>	<b>By Whom/When</b>
<p><b>Introductions</b></p> <p><b>Ground Rules</b></p>	<p>Attendees introduced themselves and explained why they wanted to participate in the group and what individual skills and experience they could bring to the PPG.</p> <p>Ground rules were discussed and the principles and aims of the PPG agreed. They will be formalised at the next meeting.</p>	
<p><b>Increase patient awareness of PPG</b></p>	<p>VF explained the need for the patient group to be representative of the patient population. Ideas were put forward to encourage membership, in particular younger members, to provide a cross section of the patients.</p> <p>Current members to introduce a friend or colleague who are patients at the practice.</p> <p>Newly designed posters to be prominently displayed in the local library, where weekly Baby Bounce and Story Time sessions are attended by local Mums who may be patients at the practice.</p> <p>Posters to be prominently displayed in the surgery.</p> <p>Design an eye catching leaflet. Look at the possibility of the leaflet being inserted into Wirral News weekly free newspaper to be delivered to specific areas at an approx cost of £14.95.</p> <p>Designate space in the surgery for PPG Notice Board.</p>	<p><b>All/September</b></p>      <p><b>All/September</b></p> <p><b>CL/ August 2011</b></p>
<p><b>Patient Survey</b></p>	<p>Group asked to provide their views on what sort of questions this year's survey should contain. Could be used to establish if patients are aware of all the services provided in the Health Clinic. Bring results of the last patient survey to next meeting.</p>	<p><b>All</b></p> <p><b>VF/23.08.11</b></p>
<p><b>AOB-</b></p>	<p>Improve communication from and to patients and</p>	<p><b>All</b></p>

<b>Communication</b>	provide services that we may not already provide subject to finance. Source and cost an electronic wallboard that could be used in the surgery to relay time sensitive information to patients.	<b>CL/October</b>
<b>AOB - Prescriptions</b>	Encourage Patients not to automatically order medication that they may not require. Introduce an Amnesty for out of date and no longer required drugs to be brought into the surgery. Promote by way of a photograph/empty boxes displaying numerous unwanted drugs and the cost. This will need to be discussed with the PCT prescribing advisors and the partners at the practice.	VF/CL
<b>AOB - Literature</b>	JP volunteered to take responsibility to refresh time sensitive literature displayed within the surgery.	JP/TBA
<b>Next meeting</b>	<b>Tuesday 23<sup>rd</sup> August 6.30 p.m. – 7.30 p.m. at the Practice</b>	