



**Woodside Medical Practice
Patient Participation Group Meeting
Minutes - Date: 07.04.2016**

Present:

D C – Woodside Patients
D Wt – Woodside Patients
K P – Woodside Patients
K AI – Practice Manager
J – Administrator

Apologies:

J S – Park Lane Centre and Woodside Patients

ITEM DISCUSSED	ACTION BY WHOM / WHEN	UPDATE
<p><u>Meeting Minutes</u> PPG needs minutes and action log for each meeting – to keep track of items discussed and agreed and any actions arising from this</p>	<p>KA – to record minutes for each meeting and issue accordingly</p>	
<p>Group discussed content of last PPG and KA discussed actions that have been taken.</p>		
<p>Discussion of PPG and membership</p>		
<p>Discussion about organising 'business card' for PPG members</p>	<p>To review after next few meetings to assess attendance and if viable</p>	
<p>Discussion about gathering patient feedback</p>	<p>JJ and KA to move F&F survey in Reception to better promote JS to undertake physical survey of patients in reception</p>	<p>JJ added message about feedback to Jayex check in and moved feedback forms.</p>
<p>Discussion about inviting PPG Chair and PM from another practice to come and talk with our group about ideas etc</p>	<p>KA contacted colleague – will update when have more news</p>	
<p>Discussion about the screen in Reception – DC advised Wellington Road Surgery's digital signage is excellent</p>	<p>KA is meant to be sorting this – but as of today she has not – my apologies KA also contacting PM at WR to discuss</p>	
<p>Discussion about audiology services</p>	<p>KA will contact Audiology to see if clinic can be held at WMP</p>	
<p>KP presented overview on 'Introduction to Health Organisations' event for young children idea that was proposed.</p>	<p>KA to take this to Practice Management meeting.</p>	

DW asked about complaints and assaults	KA advised none to report	
KA gave overview of practice website update		
Discussed setting a potential PPG group email that we can all access.		
JJ and KA to draw up minutes together and email to those who have consented.		
Many thanks to all those who attended or sent apologies for their continued support of the PPG, the Practice and our work together		
<u>Date of Next Meeting:</u>		
Thursday 09 June 11.00 – 12.00 pm Woodside Medical Practice		

Proposed date for July Meeting: Thursday 28th July at 11.00 – please can you all confirm if this is suitable?
Many thanks