



**Woodside Medical Practice  
Patient Participation Group Meeting  
Minutes - Date: 03.03.2016**

**Present:**

J S – Park Lane Centre and Woodside Patients  
K L – Woodside Patients  
D W – Woodside Patients  
K P – Woodside Patients  
K AI – Practice Manager  
J - Administrator

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</p>		
<p>KA gave overview of PPG to DW and introduced Jess to PPG</p>		
<p>Discussion about litter around the practice and community</p>		
<p>Discussion around organising a health promotion event</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&amp;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 diabetic and routine chiropody services</p>		
<p>Discussion about audiology services</p>		

Discussion about organising an 'Introduction to Health Organisations' event for young children	KP to look at drawing up a basic 'proposal'  KA advised would depend on costs	
<b>Many thanks to all those who attended or sent apologies for their continued support of the PPG, the Practice and our work together</b>		
<u><b>Date of Next Meeting:</b></u>  <b>Thursday 07 April 11.00 – 12.00 pm</b> <b>Woodside Medical Practice</b>		