



**Woodside Medical Practice  
Patient Participation Group Meeting  
Minutes - Date: 04 May 2017**

**Present:**

DC – Woodside Patient  
Sharon Smith – CCG, Patient Engagement  
K A – Practice Manager

**Apologies:**

DW – Woodside Patient  
JS – Woodside Patient

ITEM DISCUSSED	ACTION BY WHOM / WHEN	UPDATE
Group discussed content of last PPG and KA discussed actions that have been taken.		
KA – discussion about ‘notices’ in the practice, e.g. notices saying ‘what the Nurse can help with’, ‘what the Prescription Team can help with’	KA to look at	
<p>Sharon Smith gave overview of work she has undertaken with other PPGs to help them develop</p> <p>SS felt that experience shows a core group of 8 members is ideal – as big enough to start projects and bring others in and small enough to involve everyone in meetings</p> <p>SS gave overview of new group Telford Patients First</p> <p>SS suggested posters / flyers / signs in local venues</p> <p>SS suggested linking with Woodside dental PPG – small group – with duplicate members – could form a Woodside Health PPG</p> <p>SS suggested posters / flyers in Woodside Pharmacy</p> <p>SS suggested setting a ‘firm’ regular date to meet so patients aware</p> <p>SS offered to promote the group to local community organisations, who may want to send reps etc</p> <p>SS noted that some PPGs don’t meet July and August because of holidays</p>	<p>SS to pass on WMP PPG contact to the group to be included in the events of the last week of June where promoting PPGs etc</p> <p>KA to organise poster etc for PLC</p> <p>KA to look into</p> <p>KA to organise</p> <p>Agreed – Thursday every six weeks</p> <p>KA to sort</p> <p>DC and KA agreed that with promotion event taking place in last week in June, to meet on 13/07/17 in</p>	

	case this generates interest	
DC – noted that the Patient Relations Team ‘has been slipping backwards’	KA to deal	
DC suggested list of external organisations using rooms in WMP on digital signage to ‘inform’ patients	KA to sort including having a list of contact details kept of Reception for enquirers	
<b>Any Other Business:</b>		
<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>		
<b><u>Date of Next Meeting:</u></b>		
<b>Thursday 13<sup>th</sup> July 2017 11.00 – 12.00 – Please note this may be subject to changed dependent upon external matters</b>		