



**Woodside Medical Practice
Patient Participation Group Meeting
Minutes - Date: 13.07.2017**

Present:

DC – Woodside Patient
DW – Woodside Patient
JS – Woodside Patient
K A – Practice Manager

Apologies:

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	
KA - gave overview of meeting with Sharon Smith – discussion about this and discussion about work that followed on – flyers, Patient First activity week and three slips returned expressing interest KA contacted these three enquirers – no response yet		
Discussion about viability of PPG – all wish to continue		
Discussion about approaching Smile works about joining with (just) Woodside sessions for dental PPG mtg	KA to make contact	
Discussion about approaching Patients First – see if someone will visit us	KA to make contact	
Discussion about practice management		
Discussion about MenACWY	KA sourcing resources	
Discussion about JS being approached by individuals to raise complaints JS to signpost individuals to the practice formal complaints process – PPG not right vehicle		
Discussion about 'event idea' to coincide with Flu campaigns and promote PPG	KA to sort	
Any Other Business:		
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 7th September 2017 11.00 – 12.00 – Please note this may be subject to changed dependent upon external matters		