

**Overton Park Surgery Patient Participation Group
PPG Meeting Minutes
6 March 2012**

Item	Minute
1	<p><u>PREVIOUS MEETING MINUTES</u></p> <p>The minutes 6 February 2012 were accepted.</p>
2	<p><u>ACTION REVIEW</u></p> <p>Electronic Display – Ongoing see later.</p> <p>Update to PPG section of the Website – Ongoing see later.</p> <p>Patient Survey: Data Entry – Complete.</p> <p>Patient Survey: Analysis of data and Report – Ongoing see later</p> <p>Expanding the PPG – Ongoing. New members actively being sought.</p> <p>PPG Events – Ongoing see later.</p> <p>PPG Members meeting Practice Staff – Ongoing suitable date to be identified.</p> <p>Newsletter – Ongoing see later.</p> <p>Meeting Dates – complete. Future meeting dates to the end of 2012 agreed as follows: 3 April, 12 June, 7 August, 2 October, 4 December</p>
3	<p><u>PATIENT SURVEY 2012</u></p> <p>Data entry had been time consuming but was now complete. For next year 's planning, it had taken approximately 20 man hours to input all the data.</p> <p>It was agreed the Survey report should include 3 sections:</p> <ul style="list-style-type: none"> a) Commentary/executive summary, including actions the practice would be taking as a result b) Methodology c) The questions and analysis of the data <p>It would be helpful to finalise the report at the next meeting so any final changes could be made and the documents could be published on time by the end of April.</p> <p>The survey data would be circulated in the next few days and PPG members were required to provide comments by Tuesday 13 March.</p> <p>A draft of the report would be circulated to PPG members before the next meeting so the report could be discussed.</p>

4	<p>INTERACTIONS WITH OTHER PPGS</p> <p>A surgery in the Forest of Dean had made contact with our PPG. It was felt the distance was too great to do much face to face but an offer to communicate by email had been made. It would also be useful to make contact with some local surgeries as these may wish to join up for events a PPG member would make contact with some more local surgeries.</p>
5	<p>PPG EVENTS</p> <p>PPG Events The PPG was waiting to hear from the midwife or health visitor about holding a weaning/breast feeding event. The group discussed possible topics for events and members agreed to look into particular topics:</p> <ul style="list-style-type: none"> a) Alzheimer's b) Mental Illness c) First aid/child first aid <p>Other possible topics: Stroke, diabetes, eye-sight, heart disease</p>
6	<p>COMMUNICATIONS UPDATE</p> <p>Electronic Display The survey had shown that the vast majority of patients would be happy to see a screen in the waiting room and given a good idea as to what they would want to see on it. The Cleeve surgery had reported that:</p> <ul style="list-style-type: none"> • The screen was working well • It would be worth getting training built into the price as it was a fairly complex system to master • The screen gave lots of options e.g. sound/no sound, video or static display <p>Leckhampton surgery was still to be visited before the next meeting.</p> <p>Website New wording for the PPG section of the website had been prepared. The group also agreed to publish minutes on the site. All to be uploaded before the next meeting.</p> <p>The group also agreed some comment would be added about the survey around the time the survey was published.</p> <p>Newsletter</p> <p>The practice aimed to publish the next newsletter around end April/early May. The PPG suggested an interesting feature may be a 'day in the life of an Overton Park GP'.</p> <p>The PPG section of the newsletter would include:</p> <ul style="list-style-type: none"> • Comments on the survey

	<ul style="list-style-type: none"> • Introduction to the PPG • Upcoming events or that the aim is to organise events <p>Virtual PPG Group Potential members had been contacted, update to be provided at the next meeting.</p>
8	<p>AOB</p> <p>PPG Introduction A new member of the PPG mentioned that it might be helpful to have a clearer introduction into the aims and goals of the group. Other members agreed and had felt the same way when they joined. It was agreed that the PPG should review the introductory pack.</p> <p>Volunteers Day A PPG member would put a poster about the group up at work on their volunteers day to help raise awareness of the different types of volunteering. All agreed.</p> <p>June carers week It was noted that carers week fell in June and the practice/PPG may wish to be aware.</p> <p>Member Resignation A valued PPG member stepped down after serving the group for some years. The group thanked the member for giving up time so generously to support the group and that their contribution would be missed.</p>