

**Overton Park Surgery Patient Participation Group
PPG Meeting Minutes
3 April 2012**

Item	Minute
1	<p><u>INTRODUCTION</u></p> <p>The minutes 6 March 2012 were accepted.</p>
2	<p><u>REVIEW OF ACTIONS FROM 6 FEB</u></p> <p>Electronic Display – Ongoing</p> <p>Update to PPG section of the Website – Ongoing</p> <p>Patient Survey: Analysis of data and Report – Ongoing</p> <p>Expanding the PPG – Ongoing</p> <p>PPG Events – Ongoing.</p> <p>PPG Members meeting Practice Staff – Complete. A date had been agreed for PPG members to meet staff at the practice.</p> <p>Newsletter – Ongoing</p>
3	<p><u>PATIENT SURVEY 2012</u></p> <p>Since the last meeting, PPG members had sent comments and proposed actions on the analysis of the data; much of these concurred with the views of OPS staff and would be drawn up into a single report and action plan.</p> <p>Action – draft OPS Patient Survey Report</p> <p>Action – provide any final comments on report</p>
4	<p><u>INTERACTIONS WITH OTHER PPGS</u></p> <p>Still waiting to hear from Cleve surgery but hoped to hear before the next meeting . Other PPGs were still becoming established, so any immediate events that OPS PPG planned may be lead.</p>
5	<p><u>PPG EVENTS</u></p> <p>Baby Events Not yet heard back from the health visitor but had heard back from the midwife who was happy to hold an event.</p> <p>Action – Plan breastfeeding event.</p>

	<p>Other Events Other possibilities included - Alzheimer's or Glos foundation trust - memory management, stroke rehabilitation.</p>
6	<p>COMMUNICATIONS UPDATE</p> <p>Electronic Display Leckhampton had been visited. Their screen was more user friendly and supported by a local company. The price paid included maintenance. The Patient Survey had shown clear support for having an electronic screen.</p> <p>OPS were considering procuring an electronic screen and had confirmed the insurance would cover the addition of such equipment. The total price of the package covered telephone support to the system. The product looked at was considered an easier system than used elsewhere and the inclusion of support was felt attractive.</p> <p>Action – Surgery and PPG to determine way ahead to procure OPS an electronic screen.</p> <p>Website The introductory words had been uploaded but past meeting minutes had not yet been added.</p> <p>Action – Meeting Minutes to be uploaded.</p> <p>Newsletter To include a section on the PPG to help raise awareness. PPG member offered to consider an article the day in the life of a patient.</p> <p>Action – Article on day in the life of a patient</p> <p>Virtual PPG Group After writing to the new potential members, some had changed their mind or moved etc. potential members to be contacted again. The group discussed whether it would be helpful to refresh the poster in the waiting room; it was also decided to have a section in the next newsletter</p> <p>Action – to review progress at next meeting.</p> <p>PPG Introductory Pack To ask the new members what they suggest should be added into the welcome packs</p>
7	<p>NEXT MEETING</p> <p>Tuesday 12 June 2012.</p>