

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

Item	Minute
1	<p><u>PREVIOUS MEETING MINUTES</u></p> <p>The minutes 10 January 2012 were accepted.</p>
2	<p><u>ACTION REVIEW</u></p> <p>Electronic Display – Ongoing A patient member of the PPG would visit Cleeve surgery and there would also be a visit to Leckhampton surgery as they had a different type of display.</p> <p>Update to PPG section of the Website – Ongoing Words had been proposed and needed finalizing, there were also some extra tabs for PPG use.</p> <p>Facebook – complete links had been sent round of how other surgeries use Facebook pages.</p> <p>PPG Ground Rules– complete – all PPG members had received the rules and there had been no objections.</p> <p>Issuing of Patient Survey 2012– complete – The survey was finalised and PPG members had handed them out in the practice.</p>
3	<p><u>PATIENT SURVEY REVIEW</u></p> <p>PPG members were thanked for handing out the survey; it was felt the overwhelming response had largely been due to the personal approach -producing the survey ourselves and handing them out in the waiting room.</p> <p>Sample Size 760 surveys had been issued and as of Thursday, 420 had already been returned, exceeding the number of 380 set at the last meeting as the target for a statistically appropriate response.</p> <p>Data Entry A spreadsheet for survey data had been set up and the mammoth task of data input begun. 160 surveys had been entered to date and an initial basic analysis of those was shared with the group. It was pleasing to see that there were lots of positive responses.</p> <p>Analysis of data and Report It was agreed that data entry should be complete by the end of February and an initial basic analysis be provided at the March PPG meeting. The March meeting would then consider what other analysis would be needed for the final report. The report would need to cover all the criteria set out by the trust. Discussion of the report and actions would be a key item at the next meeting. It was agreed the final report should contain:</p> <ol style="list-style-type: none"> 1. Summary of the survey

	<p>2. Methodology 3. Analysis of the data 4. What actions the surgery would be taking as a result</p>
4	<p>EXPANDING THE PPG</p> <p>The survey invited expressions of interest for new PPG members. Of the surveys opened so far, there were 47 expressions of interest from all age groups, men and women. The committee was pleased with the patients response offering their services to the PPG, it was encouraging and very much appreciated. From a practical point of view experience had shown the effective the size of a 'sitting' committee needed to be limited, therefore it was agreed that:</p> <ul style="list-style-type: none"> a) Some new members would be invited to join meetings, but limited to a group maximum 15, these would be selected from the demographics and sexes most under-represented. b) As members are often transient, the others would be written to thanking them for their interest and saying that their details would be kept on file for when spaces on the group arose. c) All 47 would be asked if they would like to participate in a virtual PPG and if so to provide an email address. The virtual group would receive updates on meetings, asked for views more generally about their ideas of the work of PPG and whether they would like to participate in any specific future activities.
5	<p>FUTURE PPG ACTIVITIES</p> <p>PPG Events Rather than a general open day, the PPG could more usefully direct efforts at holding specific events on various topics for patients. Topics suggested: diabetes, Alzheimer's, breast feeding/weaning babies, bereavement etc. It was proposed that the PPG start small with a couple of events for a limited number of people held at the surgery, possibly on a Saturday morning. The aim would be to expand to a series of events with larger attendance (hiring of halls and funding was briefly discussed), possibly in conjunction with other surgeries.</p> <p>PPG Members meeting Practice Staff All agreed it would be nice for PPG members to meet practice staff. The Wednesday lunchtime meeting might provide an opportunity.</p>
6	<p>COMMUNICATIONS UPDATE</p> <p>Newsletter It was agreed that the PPG should contribute to the existing surgery newsletter rather than produce a separate one. The newsletter would be issued twice a year, in Spring and Autumn. The next newsletter due after the Survey results.</p> <p>Distribution - Some hard copies would be printed and left in the practice, some sent to housebound patients and the Newsletter would be put online through the website.</p> <p>Content - PPG content for the next newsletter might include a summary of survey results, actions from this and reports on previous and forthcoming PPG events.</p>