

**OVERTON PARK SURGERY
PATIENT PARTICIPATION GROUP
PPG MINUTES
4th February 2014**

Members Present

Apologies

NP – Chair Dr. Rachael Coker MH JT HL DR AS Mark Thatcher - IT Manager	Glenys Ockwell – Practice Manager RS DG KM
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Item	Minute	Actions
A	<p><u>WELCOME & INTRODUCTIONS</u></p> <p>Welcome to all present.</p>	
B	<p><u>ACCEPTENCE OF MINUTES OF LAST MEETING</u></p> <p>The minutes of the last meeting were circulated at the meeting – MT apologised for the delay in distributing the minutes. MT advised that time pressures are an issue in terms of writing up the minutes in a timely fashion.</p> <p>The minutes of 3rd December 2013 were reviewed by those present.</p>	

	<p>has received, including information about patient data, feedback on responses to 'joining up health care' (www.gloucestershireccg.nhs.uk/joiningupyourcare/) and GP survey on hospital discharge summaries. The group discussed how to make patients aware of the care data programme – mainly via the practice website and notices in the surgery.</p>	
E	<p><u>Brief 'Joining Up Care' event attended</u></p> <p>NP reported that he attended the above event (NP believes he was the only PPG representative at the event). NP explained the detail of the 'joined up care', there will be a greater emphasis placed on community care and trying to prevent hospital admissions.</p>	NP
F	<p><u>Event Planning – Dementia 12th March 2014 Elim Church 18:30</u></p> <p>NP asked MT to ensure that the event is as well advertised as possible as it was felt that the various methods of publicising the previous Carers event weren't fully utilised (or at all). MT advised that the waiting room screen, surgery website and clinical system sms service would be used for the Dementia event.</p>	ALL MT
G	<p><u>Developing events/activities and meeting dates for 2104</u></p> <p>Diabetes is an area that the group would like to see as a future PPG event and it was agreed that there should be a limit on the numbers of events per year, possibly to two per year.</p>	
	<p>NEXT MEETING FORWARD PLANNER</p> <p>Meetings are scheduled for:</p> <p>2st April 2014</p>	

Mark Thatcher (IT Manager, Overton Park Surgery)