

**Overton Park Surgery
Patient Participation Group
PPG minutes
05/08/2015**

A. Welcome & Introductions

Members Present:- Nick Parker – Chair, Mark Thatcher – IT Manager, Sally Davies – Secretary, Dr Coker, MH, AS, CF

B. Apologies

Jayne Folwarski – Practice Manager, SH, KM

C. Acceptance of Minutes of the last meeting

The minutes of the meeting held on 10th June 2015 were accepted.

NP was to feed back to Jayne following the previous meeting but she was still away.

D. Practice Update

Mark is acting up as Practice Manager in Jayne's absence.

Two new registrars will be starting and here for a year – Sarah Allen & Michael Williams. Another registrar will be starting in October- Laura O'Loughlen.

Practice had interviewed for a new nurse but no suitable candidate was found- will now change position to a HCA role. Practice has also advertised for a salaried GP.

Current staffing levels are 6x partners, 3x salaried GPs, 3x registrars and 2x nurse practitioners.

EPS (Electronic Prescribing Service) has been working well- a few teething problems

E. N.A.P.P

Membership of this is coming to an end. It was decided to renew.

F. Discussion on Draft PPG Operating Notes

NP had prepared a draft-for-discussion copy of the Mode of Operation for the PPG.

This can also be used to show people what the PPG is and does to help recruit new members.

Thanks for this

G. Events Planning

Next event is Diabetes talk scheduled for the end of October - with a Diabetes nurse & Dr Nelson supporting.

Arthritis is to be the next topic.

H. AOB

A Newsletter is to be produced for autumn. The PPG are to have a section- if anyone has any ideas to go in this please submit by mid-September. It will be 2 sided with information on flu clinics, staff changes, EPS and an outline of the services available at the surgery.

Date of Next meeting 7th October 2015