

1. MARYSVILLE MEDICAL PRACTICE PATIENT PARTICIPATION GROUP MINUTES

MEETING HELD THURSDAY 14 AUGUST 2013 AT MARYSVILLE PRACTICE

Present:

Chairman - Graham Spencer

PPG Members - Roy Hope; Jay Mitchell; Viv Botfield

In Attendance - Christine Fenwick (Practice Manager); Heather Wills (Comm Care Co-ord)

Apologies - Graham Spencer; John Woodyatt

1. Marysville Patient Survey

CF advised a patient had requested results of the survey. It was agreed results would be published on the Marysville website and in the latest surgery news-letter. In addition a leaflet would be produced explaining survey background / results to distribute on the open day. VJB to produce a write up suitable for Marysville website & news-letter. JM to produce leaflet for distribution at open day

2. Marysville Open Day

CF confirmed the practice was on course re open day events and that various mediums were being used to advertise / communicate it (posters in surgery, posters around the Coleham area, a slot on Radio Shropshire, website etc.). An idea was to have a feedback book for visitors' comments on the event. It was confirmed the leaflets PPG were to produce were now approved and ready for printing by the practice. Agreed Leaflets:

- Patient Group / Virtual Group
- WDIETS?
- Follow-Up Appointments (if approved by Dr. Cameron)

'What Patients Need to Know' leaflet (re hospital appointments) for distribution at the open day. RH confirmed after discussions he would be contacting Karen Higgins re the above and informative leaflets in general

3. Walking for Health

JM attended Claremont WFH walk on 6 August and confirmed he had spoken with Mick Dunn who confirmed Jay is able to lead a walk. It was agreed VJB would speak with Mick Dunn and request his permission for Marysville patients to join with the Claremont Surgery's WFH group. Once agreed WFH would be advertised at Marysville. VJB confirmed a supply of WFH leaflets for distribution at the open day had been received

4. Follow-Up Appointment Leaflet

A draft leaflet re patient encouragement to attend 'follow up' appointments has been produced and is currently being vetted by Dr. Cameron. If possible PPG would like this leaflet published by the surgery ready for distribution on the open day

5. Care Quality Commission

CF confirmed there had been no contact received from CQC. It was previously agreed GS and RH would represent the PPG at the inspection as and when the inspection occurs

6. Message in a Bottle

RH advised contact has been made with a Lions Club representative and 18 bottles had previously been received. CF to see if Heather Wills can obtain additional bottles for the surgery

7. Compassionate Communities(Co-co)

HW advised she had been speaking with Paul Cronin (Co-co Co-ordinator) re volunteers for community visits. It was agreed Heather would invite Paul to come along and speak with PPG

8. Leaflets Index

RH advised he would up-date the 'leaflets held' index as the current folder appeared out-of-date

9. Mrs Valerie Thompson

CF advised Mrs Thompson (who had mentioned last year she may be interested in PPG) had requested previous PPG minutes. HW agreed to make contact with Mrs Thompson and obtain her email address

10. Next Meetings

Thursday 5 September 2:00pm Marysville Practice

Actions:

- **VJB:** To email CF with write up re survey for Marysville website and new-letter
- **JM :** To produce leaflet on survey background & results (open day)
- **PPG:** To plan / arrange their offering / involvement & attendance at Marysville open day
- **CF :** To arrange printing of agreed leaflets (open day)
- **CF :** To check progress of draft follow- up appointments leaflet for GP comment
- **RH :** To contact Karen Higgins re hospital appointment leaflet (re open day)
- **VJB :** To contact Mick Dunn requesting a joint WFH group with Claremont Surgery
- **CF :** To investigate further supplies of 'Message in a Bottle' bottles
- **HW :** To invite Paul Cronin to future meeting
- **RH :** To update 'leaflets held' index
- **VJB :** Email Valerie Thompson previous minutes once email address known
- **VJB:** Write up and distribute minutes

Actions / Comments for future reference

- **JP:** To discuss with her team possible future PPG projects
- **All:** Prescriptions / test results issue for practice (JP)

- **RH/JW:** To write words around the self-management program for Marysville newsletter

PPG Ideas for Marysville Open Day

- Distribution of Patient Group / Virtual Group (PPG introduction leaflet)
- Distribution of WDIETS? leaflet
- Distribution of Follow-up Appointments leaflet
- Distribution of 'What Patients Need to Know' (hospital leaflet)
- Distribution of 'Message in a Bottle' bottles
- Distribution of WFH Leaflet