

1. MARYSVILLE MEDICAL PRACTICE PATIENT PARTICIPATION GROUP MINUTES

MEETING HELD THURSDAY 18 JULY 2013 AT MARYSVILLE PRACTICE

Present:

- Chairman** - Graham Spencer
PPG Members - Roy Hope; Joy Kay; Jay Mitchell; Viv Botfield
Apologies - Christine Fenwick; John Woodyatt

1. Marysville Patient Survey

VJB advised emails had been sent to those patients who took part in the survey thanking them for 'their interest in the PPG'

2. Marysville Open Day

Email from CF had previously been received confirming the content of the event as devised by the surgery. PPG members are developing ideas on adding value to the event and on how to communicate their role within the practice. The PPG introduction leaflet produced in 2012 has been updated and approved, next step being to have it published by the surgery ready for distribution at the open day

RH to contact Shropshire Patient Group to request copies of the 'What Patients Need to Know' leaflet (re hospital appointments) for distribution at the open day

3. Walking for Health

JM confirmed he had attended a walk leaders' training day but needs to speak with Mick Dunn re confirmation / certification that he is able to lead a walk. VJB confirmed a conversation had taken place with Mick Dunn who shares responsibility for the Claremont Bank Surgery WFH group. Circular walks take place on 1st and 3rd Tuesdays of the month (next walk 6 August). VJB & JM may be able to attend and report back to PG its suitability of Marysville patients joining it. Riverside Surgery does not run a WFH group. VJB to contact Mick Dunn to request supply of WFH leaflets for distribution at the open day

4. Follow-Up Appointment Leaflet

A draft leaflet re patient encouragement to attend 'follow up' appointments has been produced, which PG has commented on. Following amendments leaflet to be emailed to CF for GPs comments. PG would like this leaflet published by the surgery ready for distribution on the open day. JM raised the need of clarification of the 'review date' shown on a repeat prescription and what (if any) action to be taken by the patient

5. Care Quality Commission

GS discussed the CQC produced 'A guide for working together' booklet and what the inspection covers. It was agreed GS and RH would represent the PG 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 been received. Discussion took place re the best method of distribution, one being the open day another being a supply for the surgery to distribute. RH to email CF to see if more bottles can be obtained via the surgery

7. Shropshire Patient Group Web-Site

GS advised he had attended the training for the above. PPG members can access via groupspaces.com/ShropshirePatientGroup web-site. This site to be added too / developed over time

8. Next Meetings

It was agreed to change next meeting to 14 August due to limited attendance on 15 August

Wednesday 14 August 2.00pm Marysville Practice

Thursday 5 September 2:00pm Marysville Practice

Actions:

- **VJB:** To amend the PPG introduction leaflet and email to CF for publication (re open day)
- **PPG:** To plan / arrange their offering / involvement for the Marysville open day
- **JM :** To contact Mick Dunn re certification to lead a WFH group
- **VJB:** To contact Mick Dunn to request supply of WFH leaflets (re open day)
- **RH :** To contact Shropshire Patient Group re hospital appointment leaflet (re open day)
- **VJB:** To amend and email draft follow- up appointments leaflet for GP comment
- **CF :** To clarify the 'review date' shown on repeat prescriptions & patient action req'd
- **RH :** To contact CF re further supplies of 'Message in a Bottle' bottles
- **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 PPG introduction leaflet
- Distribution of WDIETS? leaflet
- Distribution of 'What Patients Need to Know' leaflet
- Distribution of 'Message in a Bottle' bottles
- Distribution of WFH Leaflet
- First-aid demonstrations
- Inclusion of 'Message in a Bottle' initiative