Parkgate Medical Centre

Patient Participation Group (PPG) Meeting Minutes

11 December 2013

Attendees

Jane Johnson, Brian Millns, Jackie Frost, Janet Swift, Jackie Wright

|  |  |  |
| --- | --- | --- |
| Previous Meeting Minutes | Introductions were made and an overview of the group was discussed. |  |
| News From The Practice | Tina Davis, Practice Nurse has resigned to take up a full time role. |  |
| Patient Questionnaire discussed | It was agreed that the questionnaire should be concise, containing only relevant questions.  Copies of example questionnaires are to be considered and then discussed at the next meeting. | The group |
| Patient Information | JJ to look at the Practice leaflet and possibility of a newsletter | JJ |
| Self Check In | It was agreed that promoting this may encourage more patients to use the service. | JJ |
| Any other Business | JF suggested that it may be beneficial for JJ to attend a PPG Forum Meeting. Dates to be confirmed with JJ. |  |
| Next Meeting | 22 January 2014, 17:30 |  |

If you have any Agenda suggestions for the next meeting please forward them to Jane prior to the meeting if you would like information to be looked up in advance.

Tel: 01709 514501

Email: [jane.johnson@gp-c87013.nhs.uk](mailto:jane.johnson@gp-c87013.nhs.uk)

Web: [www.parkgatemedicalcentre.co.uk](http://www.parkgatemedicalcentre.co.uk)