Parkgate Medical Centre

Patient Participation Group (PPG) Meeting Minutes

22 January 2014

Attendees

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

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| Previous Meeting Minutes | Minutes of the last meeting were discussed. |  |
| News From The Practice | New F2 – Dr Maya Cullen  Practice Nurse vacancy currently being advertised |  |
| Actions Arising -Patient Questionnaire discussed | JJ to send a copy of proposed questionnaire to the group. BM has kindly offered to assist with the completion of the questionnaires as per last year. | JJ  BM |
| Actions Arising -Patient Information | JJ discussed the Practice leaflet, suggesting that in the first instance this would bring patients up to date. The Practice leaflet would continue to be used for new patients.  It was agreed that updated copies would be available to distribute on Reception during the week of the questionnaire. | JJ |
| Actions Arising -Self Check In | It was agreed that promoting this may encourage more patients to use the service. Ongoing |  |
| Actions Arising –PPG Forum Meeting | JJ attended 21 January 2014 and feedback to group. |  |
| Any other Business | The layout of the waiting room was discussed. It was agreed to look at changing the layout at the next meeting. | The group |
| Next Meeting | 5 March 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.

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