

SANDY LANE SURGERY
PATIENT PARTICIPATION GROUP
MINUTES OF MEETING HELD 06.08.12

Present

BM, RM, MT, RT, UK, JT, JA from PCT, new members HC and KF

Not Present

PO, MG, LB

Apologies

JC

Minutes of the meeting held 30.04.12 were read and agreed.

JT went on to discuss updates of the last meeting and it has been agreed to put up a PPG notice board in the waiting room advising patients of the group and what suggestions are being put into action. This has now been put up but would appreciate some help in maintaining it and making it more patient informative.

Jill discussed the forthcoming flu clinics and the yearly hamper.

This year the flu clinic will be held on Tuesday, 9th October 2012 one day only.

The hamper monies for this year will be donated to the Royal British Legion and as suggested by staff of Sandy Lane. The winning ticket will be drawn on Monday, 12th November at the PPG Meeting.

Donations of food/drink etc for the hamper will be gratefully received and would appreciate all to be in by 1st October 2012 so that the hamper can be made up so patients attending the flu clinics can have the chance of purchasing the tickets and seeing what they are going to win.

The notification of the raffle will be put on the yearly flu letters and these will be sent out from the Surgery during the month of August.

The group have kindly offered to sell raffle tickets at the flu clinic and below are the times with the initials of the people attending.

Tuesday, 9th Oct - 9.30 – 11.30 – **RT/MT**
Tuesday, 9th Oct - 11.30 – 12.30 – **BM**
Tuesday, 9th Oct - 1.30 – 3.30 – **RM**
Tuesday, 9th Oct - 3.30 – 4.30 –

Jill has been in touch with Royal British Legion who are going to supply us with promotional materials to aid with the selling of the tickets.

Jill then gave the group draft copies of the Patient Survey 2012 for their approval and comments. The group were happy that it was shorter than last year and JA from the PCT gave a demonstration of the machines that we can loan from the PCT to make it easier to collate the answers. JA was given a copy of the questions to input on the machines. The group were happy with the machines and it was decided that the survey would be done over a 2 week period week commencing the 15th October, with the surgery having a stand alone machine, two hand held devices and paper copies to be completed if necessary. We are aiming at completing 200 -250 questionnaires to try and get a varied response from our patients. It was also suggested to give hand wipes and hand gel to patients.

Members of the group have agreed to cover the following clinics (for the members who did not attend please contact Jill at the surgery if you can help out at the times not covered)

Monday 15th Oct – 9.00 – 11.00 **KF**
Monday 15th Oct – 5.00 – 7.00 -
Tuesday 16th Oct – 9.00 – 11.00 **BM**
Tuesday 16th Oct – 3.00 – 5.00 -
Wednesday 17th Oct – 9.00 – 11.00 –
Wednesday 17th Oct – 3.00 – 5.00 **RT/MT**
Thursday 18th Oct – 9.00 – 11.00 – **KF**
Thursday 18th Oct – 3.00 – 5.00 -
Friday 19th Oct – 9.00 – 11.00 -
Friday 19th Oct – 3.00 – 5.00 – **HC**

Monday 22nd Oct – 9.00 – 11.00 -
Monday 22nd Oct – 6.00 – 7.30 – **UK**
Tuesday 23rd Oct – 9.00 – 11.00 –
Tuesday 23rd Oct – 3.00 – 5.00 – **RM**
Wednesday 24th Oct – 9.00 – 11.00 –
Wednesday PM – closed for training
Thursday 25th Oct – 9.00 – 11.00 –
Thursday 25th Oct - 3.00 – 5.00 -
Friday 26th Oct – 9.00 – 11.00 –
Friday 26th Oct – 3.00 – 5.00 – **RT/MT**

JA then went on to discuss the future of Ashfield Health Village which is currently in consultation to improve services for the people of Ashfield and Mansfield.

The meeting was then closed and JT thanked everyone for coming.

The dates for the next meetings are as follows:

Monday, 12th November 2012 at 6pm – to discuss ? success of flu clinics and to draw winning ticket for Hamper, also to discuss Patient Survey
Monday, 4th February 2013 at 6pm – to discuss Complaints/Significant Events 2012-2013
Monday, 13th May 2013 at 6pm – Agenda TBA
Monday, 5th August 2013 at 6pm – Agenda TBA