



PPG Meeting Actions/Minutes

Date:	10/10/2023	Time:	14:00
Attendees: Staff	RB – Practice Manager (RB) JJ – Practice Administrator		
PPG Members	JG– PPG Chairman (JG) JW – Joint Secretary (JW) DB – PPG Member		
Guest Speakers	DM – Kent & Medway Diabetic Eye Screening Programme PM – Kent & Medway Diabetic Eye Screening Programme		
Apologies:	JDJ – Joint Secretary AS – PPG Member		
Place:	St Mary of Magdalene Church, Gillingham Green		
Agenda:	<ol style="list-style-type: none"> 1. Introductions, apologies & closing of previous meeting minutes 2. Diabetic Eye Screening 3. PPG Recruitment 4. Newsletter 5. PPG Projects overview 6. AOB 		
Recorded by:	JDJ & JW		

	Description	Responsible	Deadline	Closed
Actions				
1	<p><u>Introductions, apologies & closing of previous meeting minutes</u></p> <p>Introduction of staff and new PPG members lead by JG & RB Introduction of guest speakers lead by JG</p> <p>- Outstanding actions from last minutes:</p> <ul style="list-style-type: none">  Confidentiality agreements  Re-send text message to all patients re PPG <p>All other items on previous minutes were closed or are actions for further discussion.</p>	RB RB	ongoing Feb 24	
2	<p><u>Diabetic Eye Screening Programme</u></p> <ul style="list-style-type: none"> - DM introduced his colleague PM to the group and discussed diabetic eye screening programme. They have a 75-80% attendance rate, but Medway has one of the lowest uptakes. DM asked what our surgery finds challenging? - JJ the practice administrator said that the surgery had a few DNA (do not attend) and she suggested it could be due to: <ul style="list-style-type: none"> • Possible age demographic, most 40-50yrs are working 			

	<ul style="list-style-type: none"> • They may not think they can change the appt date • Possibly getting to the appointment could be an issue, not everyone can drive or afford taxi's, public transport. <p>✚ RB agreed to print the Diabetic Eye Screening poster and display in surgery.</p> <p>- DM stated that they are always looking for venues especially in the Chatham areas. Various locations/clinics were given to DM as possibilities, which he will feedback to his office.</p>	RB		
3	<p><u>PPG</u></p> <ul style="list-style-type: none"> - Minutes of meetings to be added to PPG section on the Napier Road Surgery Website with removal of full names. - Email to be sent to all members to arrange rota/possible times & dates members can recruit in surgery. JG is not - RB attended a recent conference and obtained feedback on how a specific surgery recruited PPG members, suggestions were: <ul style="list-style-type: none"> • Recruitment of 16-18yrs, check out local schools for career fairs to talk to young adults about careers within the NHS and how they can help by being part of the PPG. JW said that the careers fair would have to be attended by Surgery staff to talk about careers but a PPG member could attend to talk about the PPG. • Nutrition talks within surgery. • Foodbanks within the surgery. • Invite parents with young children to the PPG and make it child friendly. • Text message to be re-sent re PPG 	<p>RB & Members</p> <p>RB</p>	<p>Ongoing</p> <p>31.10.23</p>	
4	<p><u>Newsletter</u></p> <ul style="list-style-type: none"> - JW gave out a copy of the proposed newsletter. Contents were discussed. The newsletter would be available on the Surgery website within the PPG section and copies printed for surgery patients. The newsletter would need to be short and sweet topics to keep patients interested. - It was agreed that the newsletter should be quarterly and topics would be sent over from the surgery for inclusion. - Topics for the first newsletter will include: <ul style="list-style-type: none"> ✚ Focus on Health section – Diabetic Eye Screening – quarterly figures on each (FOH section) to be provided by the surgery. 	JW & surgery staff	31.10.23	

	<ul style="list-style-type: none"> Flu /Covid vaccinations – available from selected pharmacists not the surgery. - Other services, (the full list includes): <ul style="list-style-type: none"> Mental Health Nurse – 1 day per week in surgery Health Care Assistant (HCA) Practice/Community Pharmacy Community Car and Treatment Services. First contact Physio (FCP) Mental Health and Wellbeing Team Eye Conditions. District/Community Nurses NHS 111 NHS Website <p>The following were suggested:</p> <ul style="list-style-type: none"> Advertise other services again on website and socials 	RB		
5	<p><u>PPG Projects Overview</u></p> <p>Start small and build big!!</p> <p>PPG</p> <ul style="list-style-type: none"> More members = better discussion Set up PPG email address <p>SURGERY NEWSLETTER</p> <ul style="list-style-type: none"> PPG Recruitment Alternative Patient Contacts A day in the life of “[GP/Practice Nurse/Receptionist/etc]” Current NHS Campaigns <p>SURGERY WORKSHOPS – Split time in surgery between members</p> <ul style="list-style-type: none"> Alternative contacts for Patients What is a PPG and what do we do. 	JG	31.10.23	
5	<p><u>AOB</u></p> <ul style="list-style-type: none"> NHS App – from 18 Oct 23 all new patients newly registered will have full access to records. Contact within the Group – Set up email address e.g. napierroadPPG@yahoo.com Next meeting date – TBC – set date for week commencing 2th February 2024 Flu/Covid vaccinations – Will now be available from community pharmacy/or local chemist. Not the surgery. 	JG	31.10.23	
6	Meeting Ends			