

ST GILES SURGERY

PATIENT PARTICIPATION GROUP MEETING

HELD ON WEDNESDAY 26TH AUGUST 2015

Present: Elizabeth Sibthorpe

Barbara Merlink

Karima El Hajoud

Pep Aikins

Apology: Cindy Mootoosamy

Agenda Item	Notes	Action
Jayex Calling Screen	Still awaiting for funds to be approved	Cindy
Telephone System	It is still in working progress with CCG	Cindy to chase
Newsletter	Barbara gave copies of Newsletter to the meeting. It was suggested it would be a good idea if St. Giles could produce Newsletter to give information of services and other activities.	
Coffee Morning	Posters for the Coffee Morning were shown to the meeting. This was approved and would be displayed round the surgery.	
	Barbara provided leaflets on variety of health issues to be displayed at the coffee morning. Elizabeth and Barbara were very keen on promoting the group. PPG Member at door to welcome , greet and encourage patients	
Badges	Each PPG Member to wear a Badge – if possible with PPG symbol.	Cindy
Dividing Doors	They suggested the dividing doors between Waiting room and Baby Clinic to be open to encourage other patients visiting surgery to take part in the coffee morning.	

Clipboard/Pens	A clipboard and pens were suggested for patients wanting to join or ask or answer questions	
Suggestion Box	It will be good to provide suggestion box.	
Questions	<ol style="list-style-type: none"> 1) How/who to contact for more about surgery; 2) What can practice do to make/provide/help in a positive way. 	
S.A.I.L	Rep will be there to talk and explain their services	
Organised Walking Group	<p>Sarah William – from Policy and Campaign London to put together information on Walking Group/Leaders</p> <p>Babs informed meeting about Park Life/Active Life sponsored by Coca Cola and will get more information for the coffee morning</p>	
Doctor	It was suggested that it would be a good idea for a doctor to be present – to show interest and also give information if required.	
Camera	It was also suggested we use a camera to build up evidence of PPG in St Giles and show patients of activities.	
Refreshments	<p>This to be provided by St Giles Surgery</p> <p>There will be Tea, Coffee, Cakes and biscuits and well water and juices.</p>	