

**Minutes of the Patient Participation Group Meeting held on
Wednesday 29th November 2023 (re-arranged from 22.11.23)
at 11.00 - 12 pm – Mansfield Community Hospital Seminar Room 1
Face to face Meeting**

In attendance – Rebecca Tate – Practice Manager, Jean H, Michael H, Agnes Q, Hilda W, Rachael S

Apologies: Laurence, Philip S, Elizabeth R, Sue H, Sue O

Minutes of the last meeting:

Minutes of the last meeting were agreed as a true record.

Matters Arising

On a welfare scale everyone reported they were fine and well.

Introductions

Introductions were made to Agnes as a first-time patient member and Rachael – part of our reception team, everyone else also introduced themselves also.

Patient feedback

There were no items to feedback from patients this time.

Practice Managers Update

Rebecca informed the group of some extremely sad news, our Healthcare Assistant, Katie, had unfortunately passed away earlier this month after a return of her cancer. Katie had worked with the practice for just over a year when a couple of months in to this she found out she her previous primary cancer had returned. She had fought over this past year and was still working up until a few weeks prior to her death at the beginning of November. All staff have been supportive to each other in this very difficult time.

Staffing

We currently have 2 vacancies with the practice for a full time Administrative/ITAssistant who can help out with PPG meetings and a vacnayc for a full time receptionist. We have also recruited a Healthcare Assistant Sianah who started last month who will be working three days with us. We still have a vacancy for a pharmacy technician also.

Open Patient Day Preparations

Rebecca raised with group about help required at our patient open day on 9th December 2023 11 am – 2pm. Stalls from local organisations such as Diabetes UK, our health & well being coaches, Dementia UK, Notts CC Benefits Office advice, Ladybook Community Centre to name but a few.

Rebecca asked the group if anyone would like to help out with promotion of the PPG Group at the open day giving out patient surveys, encouraging patients to join the PPG and general information about the practice. A few members were able to engage with this coming anywhere between 11 & 2, a PPG table would be available with leaflets on with PPG name badges prepared.

NEXT TIME & DATE OF MEETING –

Wednesday 24th November 2024 11-12 am