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| **LAKESIDE MEDICAL CENTRE PATIENT PARTICIPATION GROUP** | | | | | | | | | |
| **Minutes & Action points of Meeting Held DATE 26TH January 2016**  **Present: Marie Wright (Practice Manager) Katie Mackintosh, Mickael Lindenburgh, Jane Oakley, Chris Parry, Terry Birch, Claire Wheeler (Vice Chairman)**  **Apologies: Pat Pitt, Briam Morris** | | | | | | | | | |
| **Topic** | | **Discussion** | **Outcome/Actions** | **Target Date** | **Responsible Person** | | | **Completed (Date)** | |
| Extension to premises. | | MW explained that pre-planning had gone through, planning going through at the moment. The next stage is a meeting with the CCG re funding. | Meeting date to be agreed. |  | MW | | |  | |
| New Apprentices | | MW told the group that the surgery had two apprentices covering Emma’s maternity leave. She also told the group that the surgery is getting a new Registrar, Dr Grazza who will be with us for six months. |  |  |  | | |  | |
| Good Life | 15.1.16  Feedback from Hannah. | | To liaise with HC to update on event. | **8.3.16** | | **MW** |  | | |
|  | Group discussed ways to attract new members. Posters to be displayed in waiting area. | | Ensure that practice website is updated to advertise PPG. | **8.3.16** | | **MW** |  | | |
| Notice Board | Group member advised that notice board to be updated with Registrars name. Request for more DNA posters to be present in waiting area. KM advised group that notice boards will be updated over next couple of weeks. | | Posters to be updated. Increase DNA info in waiting area. | **8.3.16** | | **KM** |  | | |
| New Chairperson | BM has advised MW that he would like to step down as Chairperson for the foreseeable future. | | To e-mail all members asking for volunteers/nominations. | 8.3.16 | | PPG members. |  | | |
| Texting Service | Practice has been looking at other ways in which to communicate with patients and have identified a texting service. Service can be used to remind patients of appointments but also to update patients records with data such as smoking status. I t can also be used to manage patients long term conditions to advise patient to book review and to book vaccinations such as flu. | | MW to look into setting up etc. Members thought it a good idea and might help to reduce the number of DNA’s. | **8.3.16** | | **MW** |  | | |
| Flu Update | KM said that the flu uptake had been better than last years % of uptake. Vaccines still available if required. | |  |  | |  |  | | |
| DNA Review | KM said that DNA’s had dropped slightly in this period. | |  |  | |  |  | | |
| Practice Nurse | MW told the group that the surgery is advertising for a new Practice Nurse 25 – 30 hours per week. | | Advert to be published. | **8.3.16** | | **MW** |  | | |