

Date:	10.9.2019
Time:	
Venue	The Elgin Clinic
<b>Attendees</b>	
Odetta	Patient Watch
PPG Members	(will hand write then on this once typed)
Dr Deere	
Anita	
Debbie	
Afodia	
Jackie	

	Minutes	Action	Who
1	<u>Actions from last meeting</u>	<p>Actions from last meeting discussed – some items have been moved to the next meeting on the 7.1.2019:</p> <p><b>Actions carried forward to the next meeting</b></p> <p>Discuss Resource pack</p> <p>Gut Health – Brought up by PPG member</p>	
	Moving the group forward Communications	<p>Odetta started the discussion on trying to get the group to move forward – there is a need for the members to take ownership – so that we can start to make some changes. Odetta suggested to think of having a work plan so that the group could start to work as a team, elect PPG chair and to sort out internal and external communications.</p> <p><b>Action:</b></p> <p><b>1.To create PPG email address</b></p> <p><b>2.PPG members to share their email address</b></p>	<p>Debbie</p> <p>All PPG</p>

		<p>This would enable the group to communicate and organise meeting up for discussion</p> <p>Members where asked if they were happy to share their email addresses with each other – the 5 member present agreed to share and were happy to share – going forward other member would be added if they were happy to</p> <p>PPG members are very keen to make this group work which is very exciting.</p>	
2	What does PPG want to do/focus?	<p>Dr Deere suggested that the group tell us what they want</p> <p>What could we improve</p> <p>What do we do well- how could we become more efficient</p> <p><b>Action:</b></p> <p>1.The group will converse via new email group and arrange to meet up in October</p> <p>2.PPG member will look into booking the meeting room next door in the new WeCH building which opens this week</p>	<p>Odeta+ Patients</p> <p>B</p>
3	Survey	<p>Odeta suggested to PPG group to design patients survey with the aim of finding out what patients think about the services, offer suggestions how it could be improved and promote PPG. Odeta can support PPG with this work.</p> <p><b>Action: need to be agreed by the PPG either at the special meeting or at the next PPG meeting</b></p>	Odeta
4	Online Access	<p>This was discussed and PPG member gave feedback – system one not a very informative tool</p> <p>Dr Deere spoke about access for patient to their medical records and explain how they can have this should they wish</p>	
5	NEXT MEETING	<b>7<sup>TH</sup> January 2020 1-2.15pm</b>	