

AGENDA LEES MEDICAL PRACTICE PPG

Date 9th March 2023 10am-11am

Meeting Called by Julie Rowe

Attendees: Julie Rowe Practice Manager

Dr Zia Jalal
Dr Atifa Jalal
Patient – PO
Patient - PT
Patient - MN
Patient – JP
Patient – BW
Patient - DW
Patient – AB
Patient – RL
Patient – CA
Patient - CG

Apologies: Patient - LB
Patient - RW
Patient - JP
Patient - CW
Patient - FL

Item 1 Welcome to all and thank you for agreeing to be part of Lees Medical Practice PPG.
Apologies for non-attendance.

Item 2 _Introductions – Meet & Greet

Item 3 Presentation

- What is a PPG?

Item 4 Practice Requirements

- To lead on how to advise patients of new/current services
- Organise educational events/guest speakers
- Promote health campaigns
- Patient communication
- Newsletter
- Facebook
- Surveys

Agreed to prioritise patient survey. PPG will meet to discuss.

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Item 5 Meeting Frequency

- Suggested meeting frequency would be quarterly

Agreed PPG can meet when they would like to and can use the meeting room at Lees Medical Practice for these meetings.

Item 6 PPG Chairperson

- Appoint chairperson - job description page 9 PPG Policy

Deferred.

Item 7 PPG Secretary

- Appoint secretary - job description page 11 PPG Policy

Deferred.

Item 8 PPG Member Issues Raised

- Members to discuss any concerns or issues

Item 9 AOB

PPG to be sent copy of CQC report.
Set up a WhatsApp group.

Item 10 Date of Next Meeting

TBA

Actions

- JR – Set up WhatsApp group
- PPG – facilitate patient survey
- JR – Send CQC report to PPG members
- PPG – Arrange next PPG meeting