

**TUDOR MEDICAL CENTRE**

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PPG MEETING

Topic: Organisation

Date: 02.10.2025

Venue: Tudor Road Medical Centre

Attendees: Assistant Operations Manager – Dawn Bannister (DB), Carol Rutter – Receptionist/Practice Care Coordinator (CR) Social prescribers: Hannah Brown (HB), Sarah Harris (SH)

PPG Members attending: SC, IS

Apologies: A W

Agenda Item	Action	By
1. Welcome and Introductions	<ul style="list-style-type: none"> DB welcomed to new PPG member IS 	DB
2. Social Prescribing	<ul style="list-style-type: none"> Social prescribers HB and SH were invited as proposed by SC. Roles were discussed and who can be referred for social prescribing such as mental health and wellbeing, social isolation, lifestyle change, physical health and help with benefits and social care advice. DB gave the PPG members a copy of a referral. 	HB/SH
3. Terms of Reference	<ul style="list-style-type: none"> Terms of reference given to the new PPG member IS. 	DB
4. Updates from last meeting	<ul style="list-style-type: none"> PPG leaflets were distributed to all 4 sites and are given to patients when friends and family questionnaires are being handed in. The PPG is being advertised on the calling system across the 4 sites. 	DB

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	<ul style="list-style-type: none"> SC asked about seeing same Gp, DB advised this can also be done via online triage. 	
5. Feedback from Health Fair Wolverhampton Arts Centre (SC)	<ul style="list-style-type: none"> SC attended the recent Health Fair, some leaflets were distributed to our patients that attended. SC reported there was a good turnout for this event and would be beneficial for our practice to be represented. DB will see if she is able to attend the next event. 	SC DB
6. 56 day prescribing (SC)	<ul style="list-style-type: none"> 56 day prescribing was discussed and was suggested that patients are not aware of this. Routinely patients are on 56 day prescribing however 28 day prescribing can be the patients preference, however if they do wish to have 56 days a message will be sent to the Pharmacy Technicians for synchronising. CD drugs are not available on 56 day prescribing. Patients that are under regular review or waiting for results are issued 28 days. 	SC DB/CR
7. PPG recruitment	<ul style="list-style-type: none"> PPG members will help distribute PPG leaflets to the patients during the flu clinics. SC will go to Leicester Street, IS will go to Wellington Road. Reception will continue to distribute the leaflets to the patients. DB will email a PPG leaflet to Social Prescriber HB who is happy to hand out to Tudor Medical Group patients. 	DB
8. Online Triage	<ul style="list-style-type: none"> Online triage has been uncapped from the 1st October. The practice is still offering book on the day appointments and routine appointments but patients are being encouraged to use online triage. 	
9. New members of staff	<ul style="list-style-type: none"> New GP Dr Caroline Joseph 	DB
10. AOB	<ul style="list-style-type: none"> SC has asked if the PPG abbreviation on the website can be changed. 	

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| | <ul style="list-style-type: none">• SC asked about the virtual PPG meetings as per website, DB explained that members can attend via teams if unable to attend.• SC suggested sending a survey to the patients, DB will look into this.• SC suggested 3 PPG meeting a year.• DB will be arranging another Dementia event in the new year, which will likely be held at Wellington Road Surgery. | |
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Next meeting: Provisionally arranged for 16th April 2026**VENUE: TMC**