

BLOXWICH MEDICAL PRACTICE
PATIENT PARTICIPATION GROUP
MEETING MINUTES
TUESDAY 20TH JANUARY 2015

Attendances:

Dr D C Johnson
Trevor Hancock
Maggie Ward
Nicole Bullingham
Barbara Leese
Ray Bunn

Apologies:

Julie Hykin

Vera Boddice RIP

Sadly Vera passed away on 17th December 2014.

Trevor spoke about the huge contribution Vera had made to the local community over many years aside from the valuable contribution she had made to the PPG as Vice Chair since its foundation.

She will be sorely missed.

1. Minutes of Last Meeting:
All present agreed it was a true record of the meeting.

2. Matters Arising:
Because the meeting today was brought forward from the 3rd February 2015, the Lifestyle representative will now be invited to join the meeting on 28th April 2015.

3. Bank Account:
Nicole has kindly agreed to join Trevor and Julie as a new signatory. Nicole can liaise with Trevor and Julie to organise this if necessary.
There was no financial audit done last year as the grant money was not received until the middle of the year. It will be audited and reported on for the AGM, date to be arranged.
Trevor supplied a mandatory report to Walsall Housing Group regarding the Community Development Grant.
Maggie to supply Trevor with the dates of Health Awareness Days held from April 2014 – March 2015.

4. Action Plan:
Three topics have been identified for an action plan they are as follows:
 1. Online Access Promotion: A Health Awareness Day will be held on 4th March 2015 helping to promote the online access patients have for ordering prescriptions and booking appointments. 9.30 – 11.30 Trevor,

Barbara and Nicole will man the display desk. Ray and Nicole will cover 4 – 6pm.

Nicole will produce an Online Promotion poster.

The number of patients using this service will be audited before the awareness day and then again afterwards to see if there is an increase in uptake.

2. Patient Education: A Health Awareness Day will be held on 5th May 2015 to display material and talk about the appropriate services for patients needing to visit/call for medical assistance outside of surgery hours. Dr Johnson will provide a list of examples, A&E, Pharmacy etc. Session manpower will be discussed at the next PPG meeting.
3. Diabetes and Arthritis: A Health Awareness Day will be held for promoting these topics and the date will be arranged later in the year. Nicole and Barbara will source promotional material for this event.

Any Other Business:

It was agreed for Nicole to use the PPG printer she has housed at home for personal use and she will cover the costs of replacement colour ink cartridges.

Nicole will let Trevor know the charges for the documents she has provided for other practices before his meeting with Field Road Surgery PPG on Thursday 22nd March 2015.

All documents produced for other practice PPGs will be chargeable.

Trevor thanked Nicole and Barbara for their work in making the PPG Notice Board more attractive and eye-catching.

The PPG are not interested in amalgamating with other practice PPGs in creating one federated PPG for the building.

Date of next meeting:

28th April 2015 at 2pm