

MEDWAY MEDICAL CENTRE**Patient Participation Group (PPG) MEETING****Date of Meeting: 6 October 2023****Time of Meeting: 14.05 TO 15.10****Location of Meeting: MEDWAY MEDICAL CENTRE Malvern Road surgery**

Present:

	Name	Position
Present	Mrs Renu Evans RE	Group Practice Manager - Railside
	Mr Blake Deveraux BD	Practice Manager Malvern Road
	Mr Paul Stephens PS	Patient - interim Lead
	Mr. Rowan Kitchen RK	Patient

Apologies

	Name	Position
	None	

This meeting was to ascertain current issues, news and how to formulate a working PPG

Discussions:

Appointments General

RE gave an update on staff movements; Dean is no longer with the Group, RE has taken over as Group Practice manager at Railside, BD has been promoted to Practice manager at Malvern Road, some staff moved to back office.

RE gave an update on the take over of Upper Canterbury Street Surgery that is now closed until refurbished work is carried out (that process has yet to be developed, so timescale not yet known), reception staff will be working at Malvern Road from Monday.

Main item - refresh PPG

It was agreed that the PPG needs to be reinitialised with a recruitment process. General debate on how this can be done, it was agreed that it needs to represent the whole group of patients at Railside and Malvern Road who are of different demographics so the practice needs to ensure primary services are available to all. Discussion took place on how best we can do that. Use of website, text messaging, email, posters, social media, etc. **RE** is aware and is in contact with various groups so will approach them. **RK** will approach patients he knows. **PS** stated that his name and contact details can be made available to patients so they can contact him directly to facilitate administration from the practice but will confirm with practice to confirm they are a patient, he also has recently joined a Medway Facebook group of over 36k members so this could be used. Other methods were discussed, like Information (brief) printed on the blank page of the prescriptions **BD** will review this. **PS**: proposed that a newsletter be produced with all members and others in the practice contributing to the content, he will provide the draft for **RE** and **BD** to proof and approve final draft.

Other items/comments.

Railside have done a Dementia Flu clinic and hope to try it at Malvern Road. Support for Carers is a key issue to provide information how this can be obtained Maybe Dr Murphy and Carpenter could appear at the next meeting

Actions.

All: Consider ways to recruit new members to the Group by next meeting
RE, BD: PPG notice in surgeries (suggestion by PS not at meeting to provide) by end of Oct
BD: to review if information (brief) printed on the blank page of the prescriptions by end of Oct
BD: ascertain and if so action that PS name and contact details are put on website by end of Oct
PS: to provide draft of newsletter, **ALL**: to consider and submit to **PS** items for newsletter, RE & BD to review drafts and submit amendments accordingly to **PS**, **PS** to provide final Draft by end of mid Nov.
PS: proposed after meeting, **yet to be approved by group**, to provide a draft Terms of Reference for the Group by next meeting.

Next meeting to;

Define the PPG's role within the practice
Nominate and elect PPG officials

Next Meeting. January 2024