

## Patient Participation Group Meeting

Friday 5 March 2010, 9.30 am

### Minutes

Members:	Susan Vickers	Julie Ann Wheeler
	Andrew Wells-King	Simeon Kingsland
	Mo Yeatman	Barrie Jones
	Maureen Curran	Alex Barrie
	Jane Currie	

	Minutes	Action
1.	<p>Introductions to everybody</p> <ul style="list-style-type: none"> <li>• The group welcomed new members.</li> </ul>	
2.	<p>Constitution comments/corrections/additions/deletions</p> <ul style="list-style-type: none"> <li>• The group read through the generic Constitution and suggested various changes:            Membership - All felt that a minimum of only 3 group members is sufficient.            Committee – Update to correspond to Membership paragraph, ie. 3 group members + 1 officer is sufficient.            Finance – Reword paragraph to say ‘if’ any sums collected by the group...            Notices of Meeting, Minutes, Events &amp; Information – Delete Minutes from the title as the group felt it may be not sensible to post our Minutes on a public notice board.</li> </ul> <p style="text-align: center;">Andrew to update the Constitution and send to the group.</p>	AW-K
3.	<p>Nominations &amp; Elections – Chairperson &amp; Secretary</p> <ul style="list-style-type: none"> <li>• Andrew volunteered to be Chairperson and Jane volunteered to be Secretary. All members of the group were happy with these nominations.</li> </ul>	
4.	<p>Name for group?</p> <ul style="list-style-type: none"> <li>• The group decided to think about this and discuss again at a future meeting.</li> <li>• Susan suggested the group joins the National Association of Patient Participation Groups at some point in the future.</li> </ul>	ALL  ALL
5.	<p>Donation from Patient</p>	

	<ul style="list-style-type: none"> <li>Susan told the group that a patient has offered a donation of between £50-£100 to the surgery and has not specified what to do with it. Any ideas?</li> </ul> <p>Andrew suggested a new waiting room chair for patients with hip problems who find it difficult getting in and out of normal height chairs. All agreed this is good idea. Maybe also have a sign over the chair(s) highlighting who these chairs are specifically designed for. Mo would be happy to try any chairs out if Susan can obtain any to ‘try before you buy’.</p> <p>Susan to contact Ray, from the furniture company re suitable chairs &amp; costs.</p> <p>Another suggestion from Mo would be to look into a new blood pressure 24 hour monitor. It is often away for repair, and there can be a long waiting list. It is often returned dirty and/or broken. Susan said these cost around £1200+ but may be possible to look into getting a backup machine.</p> <p>Simeon suggested the surgery asks patients using the machine for a refundable deposit in future. This may help improve the condition of the machine on its return to the surgery.</p> <p>Andrew said maybe we could discuss at a later date if this is something we should fundraise for.</p>	<p>SV</p> <p>SV/JAW?</p> <p>ALL</p>
6.	<p>Any Other Business</p> <ul style="list-style-type: none"> <li>Susan reminded everyone that we do not need to wait until the next meeting if we have any ideas/suggestions. Just send an email to other members.</li> <li>Jane will send these and future minutes to email addresses and post a copy to Mo.</li> <li>Andrew will draft an article about our new group for inclusion in the surgery’s next Newsletter.</li> <li>Mo suggested it would be helpful if reception staff had name badges. Julie Ann will talk to her colleagues at their next meeting on 17 March.</li> <li>We all agreed that we would not contact Heath Hill Road Patient Participation Group for a possible joint meeting until we ‘find our feet’.</li> </ul>	<p>JC</p> <p>AW-K</p> <p>JAW</p>
7.	<p>Date of next Meeting</p> <ul style="list-style-type: none"> <li>Friday 9 April, 9.30 am at New Wokingham Road Surgery.</li> </ul>	