

Mid Downs Medical Practice

Meeting of the Patient Participation Group

Minutes from:

Date: Thursday 19th May 2022

Time: 6.30pm

Location: Newick Health Centre

Present at meeting: David, Julie, Rose, Eilidh, Heather, Jan, and Paul

Item	
1	Simple introduction- all members present said who they were and how they were known to the surgery.
2	Introduction to the PPG from David Cumberland <ul style="list-style-type: none">• David explained his previous experiences working in practice management and involved with PPG groups.• David gave overview of what a PPG and its purpose.• PPG must consist a chairman, secretary and a treasurer if needed.• To meet quarterly on an agreed day. Thursday would suit the surgery to work round clinics.
3	Mid Downs medical practice PPG history- <ul style="list-style-type: none">• Newick was supported by a charity based group called the Friends of Newick.• Surgery tried to encourage this group to form the PPG, but then Covid shut this process down.
4	Election of Chair – <ul style="list-style-type: none">• David elected by all members present.• Secretary- Newick staff members would like this to be a member of the committee, but Rose and Eilidh will support till this role can be appointed.• Committee to be made up of small group, within wider group to form whole PPG. Hopefully committee could be made up with members from different surrounding villages.• GP to attend meetings if possible. Have a named GP for this.
5	Spreading the word- <ul style="list-style-type: none">• Improve communication with patients, so they are up to date with full services and staff members, for example the launch of the new online appointment system.

	<ul style="list-style-type: none">• Facebook page- may not work to have surgery group, but could potentially post on village's groups. Form a PPG closed group- someone would need to monitor this, also would leave aging population behind. Newsletter would help spread the word.• Produce a newsletter- with date of next meeting. David will make a draft copy to be edited. <p><i>Newsletter must be produced by 7th June if it is to go into the July publication at Newick. Jan to find out about Fletching.</i></p> <ul style="list-style-type: none">• Notice board to be set up in reception about our new PPG.• Also possibly advertise on the village noticeboard outside bakery.
--	---

Date of next meeting: 25-08-2022