Edzel3l Patient’s Participation Group

**Minutes of Meeting held on 8 Mar 2016 at Edzell Health Centre**

**Present**

Anne Taylor (Chair), Dr Marc Jacobs, Dr Tine Iterbeke, Linda Wilson, Margaret Robertson, John Clark, Morag Thomson

**Apologies**

Barbara Tucker, Sharon Greasley, Peter Smart, Gordon Robertson

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| **Item** | **Topic** | **Action** |
| 1 | **Welcome and Apologies**  Anne welcomed everyone to the meeting |  |
| 2 | **Minutes of the Last Meeting**  Minutes of the last meeting on 8 Dec 2015 were approved as a correct record. Matters arising were discussed as part of the agenda. |  |
| 3 | **Changes of Membership/office bearers**  It was noted that Peter Smart has resigned as secretary due to his increasing involvement with other organisations. He would however still like to be involved with the group. Barbara Tucker has also resigned due to work commitments. Sharon Greasley has been asked to join the group and has agreed. There are therefore vacancies on the group. As no-one felt able to volunteer to act as secretary it was decided that Anne Taylor would step down as chair and take on the role of secretary and Morag Thomson would become chair. |  |
| 4 | **Long Term Support Group Meetings**  It was reported that this group who meet on the last Tues of the month from 2-4pm are not being attended well. Anne & Morag volunteered to attend the next meeting to see what the PPG can to do encourage and promote the group | Anne & Morag to attend next meeting |
| 5 | **Multiple Sclerosis Support Group Meeting**  This group is being well attended. |  |
| 6 | Prescription Medicines  It was suggested that the pharmacist should be asked to attend the next meeting to discuss the differences in shape/size etc. of generic medicines | Anne to speak to John Johnston |
| 7 | **Publicity for PPG Meetings**  Peter made a leaflet to advertise the Open Meeting. Posters were put up at Edzell Woods and leaflets printed out for distribution from the surgery. The leaflet was also distributed via Facebook. It was thought that we should note where posters were placed so that we could monitor where they should be put next time. It is difficult to engage people in a rural environment. Documents which are distributed to PPG members could be distributed in the wider community using social media/website. It was agreed to look into creating a Facebook page or putting links on the existing Edzell Facebook page. The website also needs updated.  Specific feedback from the PPG members regarding changes needed on the website is welcome. | Anne to investigate Facebook options |
| 8 | **Open Clinic Arrangements**  Open clinics continue on Mon, Wed and Fri. A survey undertaken to review these open clinics showed that the majority of patients liked the arrangement. The hours have been extended to encourage patients to ‘trickle in’ so that a bottle neck can be avoided. Booked appointment times have also been extended and appointments continue as before on Tues and Thurs. DNA’s continue to decrease. |  |
| 9 | **Correspondence**  Both Peter and Barbara were thanked for their contributions to the PPG |  |
| 10 | **Open Meeting**  As no members of the general public attended, headlines of the report were discussed. Thanks were given to Peter for his concise report. |  |
| 11 | **AOCB**  I had been noted that a volunteer for the Transport group had had problems with rudeness from one of the patients being taken for a hospital appointment. We wondered if there was a feedback mechanism for this group so that everyone in the group could be made aware of any such incidents. It was agreed that this should be dealt with by the Transport Group and that we would undertake to inform them of the incident. | John Clark to liaise with the Transport Group |
| 12 | **Date of Next Meeting**  The date of the next meeting is Tuesday 7 June at 7pm |  |