

# PPG meeting

## Date

Mon 18 Sep 14:00 - 15:30

## Location

Boothstown Medical Centre

## Confirmed attendees

Sharon Schofield

## Other Attendees

PPG members CD, JP, SR, MS & MST

## Details/Agenda

1. Hello and welcome
2. apologies
3. Housekeeping
4. Organisation Chart
5. PPG Privacy Notice
6. GP patient survey
7. AOB

## Minutes

Housekeeping : no fire drills expected today. explanation of where to gather should the fire alarm sound

Organisation chart discussed: organisation discussed along with the ARRS roles (Additional Roles Reimbursement Scheme ) roles. Information leaflet given to all in attendance. This led to a discussion about Askmygp

Askmygp : how it works for the Practice was discussed and the journey from receipt of query to signposting and booking of appropriate appointment. It was felt by the group that it would be a great idea to let all patients know of the process.

PPG Privacy notice discussed. Team members have had a notice before, however, this is an updated one and we needed to discuss how often we were going to meet, bearing in mind that representatives from this Practice attend the PCN PPG meeting monthly. It was decided that we would meet quarterly.

GP patient survey - was discussed at length. PPG members to look at producing and performing our own questionnaire to obtain a "here and now" snapshot of the Practice

COVID vaccinations discussed: The practice is not administering COVID vaccinations

Next meeting Tuesday 05.12.2023 14:00 - 15:30 - Community Clinic, Parr Bridge Health and Well Being Centre

## Actions

1. Askmygp flowchart to be developed
2. Organisation chart to be added to website
3. it was noted that PCN PPG meeting minutes are not disseminated - SS to contact PCN Manager to see if she can obtain minutes - E-mail sent .
4. PPG minutes, once agreed to be added to the website
5. add to Website that COVID vaccinations are not being provided by the Practice - patients who receive notification that they are eligible for a vaccine are to book via the national booking system by ringing 119

## Related actions

Title	Notes	Current Activity	Due date	Assigned to	Date completed
<a href="#">News item to website</a>	we will not be administering the COVID vaccination		22/09/2023	Sharon Schofield	19/09/2023
<a href="#">flowchart</a>			28/09/2023	Sharon Schofield	27/09/2023
<a href="#">PPG minutes to be added to website once agreeen</a>			22/09/2023	Sharon Schofield	07/12/2023
<a href="#">organisaiton chart to be added to website</a>	e-mail to website providers to add organisation chart		28/09/2023	Sharon Schofield	21/09/2023
<a href="#">e-mail PCN manager for minutes</a>	PCN manager has advised that all minutes are on the TABA PCN website <a href="https://tabapcn.gpweb.org.uk/patient-group-minutes">https://tabapcn.gpweb.org.uk/patient-group-minutes</a>		19/09/2023	Sharon Schofield	19/09/2023

## Associated documents:

- [ASKMYGP FLOWCHART\(1\).docx](#)

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- [BOOTHSTOWN MEDICAL CENTRE ORGANISATION CHART \(anon\) \(1\).pdf](#)

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- [Generic GP PPG Privacy Notice 1 July 2023\(1\).docx](#)

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