Riverside PPG Minutes of the meeting

Date: 15 July 2015

Present :      JS,MS,MH,CW,SM plus others  
Apologies:    Eileen Pauline Susan  
  
Opening:      Joyce welcomed group outlined agenda for the meeting  
  
Minutes of previous meeting agreed  
  
Matters Arising:  
  
SUMMER NEWSLETTER  
  
Handed to group happy with content and layout. 1 item to be amended "Allocated GP" if you are over 75yrs of age you will be allocated a GP which may not necessarily be the one you should be alphabetically with.  
This amendment will be in the Autumn Newsletter.  
The Summer Newsletter is displayed on the reception desk. All patients registered with e-mail address have been circulated.   
It was requested that receptionist handed them to patients attending the surgery.  
Discussions took with regard to the contents of the Autumn Newsletter also that we needed a more structured and seasonal approach.  E.g. Christmas/NewYear opening times,   
Seasonal illnesses, use the pharmacist, NHS Awareness Months  
To make patients aware of resources that are available from organisations and voluntary groups.  
As a group we decided to bring any information regarding the above and hand to Catherine for future News Letters  
  
QUOTES  
  
For re-siting of TV. £2316.00  and check in screen plus  1 new additional check in screen.  
Work anticipated to be complete in 4-6 weeks  
Check In Screens siting to be finalised  
All patients will be seated in main waiting room.  
Suggested that row 1 and 2 will be for patients who are disabled  
This may also resolve the issue of confidentially that has given concerns to patients being able to hear what is being discussed in the GP's rooms.  
  
NOTICE BOARDS  
  
Out of date information and posters removed.  
Information boards to be resprayed Sylvia actioning  this

INFORMATION STANDS

 It was discussed to be consolidated into 1, the position not finalised yet  
  
VISTORS.

We have had a request from Methley Surgery PPG to attend one of our meeting, it was agreed September meeting, they have been advised to only send two members and we must be in receipt of names.  
  
NEXT MEETING 12th August 2015 4.30pm