**The Tardis Surgery – Patient Participation Group**

**Wednesday 13 March 2019**

**Minutes**

**Present:**

Doreen Beresford

Emma Forrester

Betty James

Leslie Thompson

Bridget Thorley

Moonyeen Thorley

Claire Walker

**1. Apologies:**Brian Clare

Sue Clare

**2. Minutes**

The minutes of the January 2019 meeting were approved, dated and signed as a true record.

**3. Election of a new Chair and Secretary**MOONYEEN THORLEY stepped down as Chair. Group members thanked Moonyeen for her dedication to the role in recent years and stated they look forward to her continuing to support and advise the PPG going forward.

MOONYEEN THORLEY discussed the PPG’s achievements over the past year, including:

* The PPG Walking For Health Group working with Cheadle Leisure Centre and supported by Dr Upton and Susan Pyatt. Since launching in June 2018, patients from other Cheadle surgeries have joined the group. In response, Well Street Medical Centre has launched a regular “Tea, cake and bingo” event and have extended invitations to Tardis Surgery patients.
* Awareness Days – 7 June 2018 at the Surgery and 25 September at Ratcliffe’s Chemist.
* Newsletter relaunch, featuring interviews with staff to create a more community-orientated feel to the Surgery.
* Carisma Wills – An excellent talk by Donna Hames from newly opened Carisma Wills. Very informative and no doubt very helpful to Tardis Surgery staff and patients alike.

CLAIRE WALKER was elected new Chair. MOONYEEN THORLEY stated she would make the relevant external partners aware of the change of Chair.

BRIAN CLARE continues his role as Vice Chair

The position of SECRETARY remains vacant as no group member put themselves forward for the role. In the interim, CLAIRE WALKER suggested the meetings are recorded as audio and she will produce Minutes from these recordings. This is a not a permanent solution.

**OPEN ISSUES:**

**a. A PIECE FOR THE VOICE REGARDING THE WALKING GROUP**SUSAN PYATT informed the group that the latest copy of the newsletter had been sent to The Voice and the CCG. This will continue to happen going forward.

**b. DECISION ON WHICH SPEAKERS FOR THE YEAR AND WHEN**

The issue remains open. To be discussed.

**c.** **CARISMA WILLS HAVE MENTIONED US ON THEIR FACEBOOK PAGE FOR PROMOTING LASTING POWER OF ATTORNEY**

Excellent news! Group members agreed Donna Hames was a brilliant speaker. Information about the services offered by Carisma Wills will be circulated throughout the Surgery.

**d. ANY OTHER BUSINESS:**

CLAIRE WALKER raised numerous ideas and recommended the PPG sets targets to work towards.

**i. STRIVE TO ACHIEVING *PPG OF THE YEAR* WITHIN THE NEXT FEW YEARS (or at least regional PPG of the year – a trophy would look nice in the Waiting Room!) –** Research other PPGs (particularly award-winning ones) to see what we can learn from them. MOONYEEN THORLEY recommended Park Medical Centre in Leek as an excellent example.

**ii. THE TARDIS SURGERY PPG BRANDING AND WAITING ROOM PRESENCE –** CLAIRE WALKER suggested giving the PPG a more user-friendly nickname as the name “Patient Participation Group” is rather clinical and uninspiring. The name ***TARDIS TALKS*** was discussed and agreed upon.

SUSAN PYATT informed the group the official name has to remain Patient Participation Group, but ***Tardis Talks*** can be used alongside it.

Group members also discussed making the PPG noticeboard in the Waiting Room more eye-catching, for example, posting photographs of the Walking for Health Group and recent fundraising efforts to enhance the community friendly feel of the group and the Surgery.

CLAIRE WALKER suggested creating a “Glossary of commonly used medical terms” to feature in the Waiting Room. The group agreed. CLAIRE WALKER to discuss with SUSAN PYATT about clinician involvement.

SUSAN PYATT and CLAIRE WALKER to discuss updating the Waiting Room PPG noticeboard to reflect the above.

**iii. CONSIDER HAVING A TARDIS TALKS TABLE AT SURGERY WEEKEND FLU CLINICS –** In response to group members’ concerns about the worth of organising and hosting PPG Awareness Days, CLAIRE WALKER asked if the Surgery would consider allowing the PPG to host an information table at a Saturday flu clinic. It was suggested patients may be more inclined to find out more about the PPG if they have a reason for visiting the Surgery other than attending Awareness Day – Awareness Days are usually held when the Surgery is closed or hosted elsewhere. Normal Surgery hours during the working week are not appropriate to hold such events.

As this “information table” would not feature speakers as per previous Awareness Days, CLAIRE WALKER suggested running a digital campaign on both social media and the Surgery website during NAPP PPG Awareness Week in June. This could involve sourcing videos and or other materials to post on the Surgery’s online platforms, thus raising the Surgery’s digital presence and being an opportunity to target additional community audiences – teenagers, young families etc. TO BE DISCUSSED.

**iv. CHEADLE HOSPITAL AND MARCUS WARNES INVITATION –** CLAIRE WALKER discussed the most recent Cheadle Hospital meeting attended by the CCG. This prompted heated debate. CLAIRE WALKER then suggested the PPG invite Accountable Officer Marcus Warnes to attend a meeting of the Walking for Health Group to show CCG management what some surgeries are already doing to help the communities beyond the Surgery walls. TO BE DISCUSSED.

**v. DISCUSSION ABOUT THE VIABILITY OF A SPONSORED WALK –** The Dougie Mac Moonlight Walk was suggested for group members able to walk longer distances, while other members do a shorter walk more in line with the usual distance covered on Friday group meetings. TO BE DISCUSSED. NB. Moonlight Walk is only open to women this year.