

# Hugglescote Surgery

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## PATIENT PARTICIPATION GROUP MEETING AGENDA

**Date:** Wednesday 26<sup>th</sup> November 2014

**Time:** 1-2.30pm

**Venue:** Health Promotion Room

| <b>Item</b> | <b>Issue</b>   | <b>Action</b>              | <b>Owner</b> |
|-------------|--|----------------------------|--------------|
| 1.          | Introductions  | Information                | KA           |
| 2.          | Minutes and matters arising from last PPG meeting 23/09/2014   | Update                     | KA           |
| 3.          | PPG Action Plan <ul style="list-style-type: none"><li>• Community Transport</li><li>• Prescriptions and Productive General Practice</li></ul>  | Update                     | KA           |
| 4.          | Electronic Prescription Service  | Update                     | KA           |
| 5.          | Friends and Family Test  | Update                     | KA           |
| 6.          | Diabetes Awareness Event   | Update                     | KA           |
| 7.          | Surgery Update <ul style="list-style-type: none"><li>• New receptionist, Lucy Green and another advertised</li><li>• Olivia has moved from reception to admin</li><li>• New registrar starts in December</li></ul> | Information/<br>Discussion | KA           |
| 8.          | Patient Question Time – an opportunity for patients to raise any questions to the practice team  | Discussion                 | Patients     |
| 9.          | Date and time of next meetings: <ul style="list-style-type: none"><li>• To be confirmed in 2015</li></ul>  | Information                | KA           |