

Academy Medical Centre Patient Participation Group

Notes of Meeting Held on Tuesday 11th April, 2023 at 5.30pm

Chairperson – Marion Fenwick

Notetaker – Anne Watt

Pre Meeting, Nazaneen Mohammed, our new practice manager introduced herself to the group. Members of the group also introduced themselves, and Marion Fenwick explained a bit about the history of the group.

1. Welcome – Nazaneen Mohammed and Ashley McGregor was in attendance from the practice staff.

Apologies – None

2. Notes of meeting held on 14th March 2023 – were read and approved.

3. Matters arising from the notes not on the agenda –

Practice Leaflets – still to be circulated (no more than 6 at a time).

Youth Forum – no input or updates.

PPG cupboard –work was progressing in the PPG cupboard in the conference room.

TV in waiting area /Self check in – to be reviewed.

4. Treasurers report – the balance of account stands at £409.73p

5. Service delivery and practice update – The new appointment system is coming into operation on Monday and may need some work to settle in. New appointment training is complete. In addition, there will be no on-line appointments and this facility has been removed from the web site. **Updated CPR training** for all staff is complete. **A tree will be planted** to the rear of the practice to commemorate 70 years of general practice - Date for planting the tree is to be decided.

Mental Health and Wellbeing hub is operating really well. The practice is trying to cut down on the use of paper and directing patients to the web site where possible. We currently have good locum cover, but holidays and sickness can still be difficult.

6. Health campaign calendar – Discussion regarding posters for use in the waiting area. Our posters are largely out of date, and only a few new ones are coming into the practice but not necessarily coordinating with our calendar.

7. Publicity and practice website – some delays putting up new posters (see above). Website is up to date.

8. AOCB - None

9. Chair for next meeting – Anne Watt

Notetaker – Libby Souter

10 Date of next meeting Tuesday 9th May, 2023 at 5.30pm