**Constable Country Medical Practice**

**Patient Participation Group**

**Minutes of Meeting held on Monday 30th September**

Andrew Ravasio (Chair), Nancy Cohn, Jan Cheng, Melanie Hodgkins, Kirsty Nicholls, Jack Ingram (CCMP)

1. **Apologies**: Mike Huard, Liz, No Dr present.

1. **Minutes from last meeting**.

 5a MH has sent photo in and now on the board in the waiting room. MH needs to be added to PPG Whats App group. **Action JI/KN**

 5b Jack taking care of printing out leaflets to hand out at Flu Clinics to include info on PPG, E-Consult etc.

 **Action: -** Jack to update website so PPG changes to wording Patient Participation Group as we feel it would offer more detail.

1. **Practice Updates**

AR said it would be useful to have a full list of staff at CCMP. Jack has done it and now on the website will give us a list and check all staff are on it.  **Action JI**

NC to talk to Sarah re website - she has made some progress. Sarah is trying and making progress too. PPG section needs an email address. **Action** **NC**

Self referral forms to be added to the forms section. JI trying to add more but feels new system of having text is more customer friendly and working better.

Would be good to invest some money into Capel surgery. They need new doors, general areas need decorating, new lighting and toilets need updating. Signage there should be mirrored to same as East Bergholt. Discussed the size of Capel and how it’s really too small. JI said 2026 they can go for new funding for new surgery as they were turned down in 2021.

1. **Potential Patient Survey - JC/NC -** had a meeting with Charlotte but nothing has happened since. For the next meeting they will look at some questions and approach Health Watch.  **Action NC/JC**
2. **2024 National GP Patient Survey**

This item has been moved to the next meeting**. Action JI**

 **6.** **Sepsis Talk**

AR read out a letter from the Sepsis trust which said they would be willing to come and do a talk/training event for anyone who would want it at CCMP. Can there be a space found for it? JI confirmed they already do in-house training on sepsis and have completed online training sessions, so the general feeling was it wasn’t required. NC to go back and ask what they actually do and who it is aimed at, she will email for more detail, maybe suggest training could be done on Zoom?

 **Action NC**

**7. Flu/Covid Clinics**

Jacksent a letter to all patients who couldn’t receive text messages. He has car park marshalls and PPG members in his timetable re: volunteers and help at these. AR enquired when RSV were being given, JI advised anyone who qualifies including pregnant women +28 weeks had been contacted to come and make an appointment.

**8. Comment Boxes -** KN confirmed both locations were empty, however cards weren’t available in either location so JI to have more printed. Holder is required for them in Capel.

**9. AOB.**

 Dr Ali and Dr Jude had received praise recently for job well done from patients.

 Leeds PPG document - an extra half an hour at next meeting at the beginning to go

 this in detail as it looks like there’s lots that could come out of it.

**10. Date of Next Meeting**

 **25th November @ 5.00pm - 7.00pm**