

# Broom Leys Surgery

Patient Participation Group meeting

Minutes

**Date:** 12<sup>th</sup> October 2022

**Time:** 4:30pm

**Attendees:**

**Apologies:**

Item	Item	Owner
1.	Welcome and Introduction	
2.	<b>Staffing</b> – A. gave updated new staff that have joined the surgery and their roles. There are 2 new members of the reception team Also new members who have joined the clinical team. L as an Emergency Care Practitioner and E is an Advanced Nurse Practitioner. It was asked whether at some point the group could meet the new members of the team. This may be able to be arranged during a meeting if the relevant staff are here.	
3.	<b>Useful Websites</b> – P has printed a list out and it will be displayed on the PPG noticeboard.	
4.	<b>PPG Members and Forms</b> – any members that have not completed the new form need to do so please.	
5.	<b>Web page</b> – the group expressed their thank to L for keeping the website up to date with information. A will pass this on.	
6.	<b>Fundraising</b> - £62 was raised from the Easter raffle and £12 for Guess the Teddy. A possible grant from Whitwick Parish Council will be looked into. Cake sale – a new date was organised (18 <sup>th</sup> November). Any help that can be provided on the day will be great. A will be writing up a newsletter. Thinking caps on for what we do next!	
7.	<b>Vaccinations</b> – a big thank you to all who helped during these clinics. We have currently done about 2,000 covid vaccinations and we are still working through the flus.	
8.	<b>Help</b> – it was asked whether there is any help needed in the next few months. The surgery will be in touch if there is. During discussions A agreed to ask about whether we organise help for the local foodbank nearer Christmas.	
9.	Date and Time of next Meeting – Thursday 12 <sup>th</sup> January 4:30pm	

10.	<b>AOB</b> <ul style="list-style-type: none"><li>- SMS to be sent out 2 weeks before the next meeting as a reminder.</li><li>- PP will be attending the PPG area meetings.</li><li>- Booking appointments online. This is an area that will be reintroduced soon. There is not an area that is in great demand for our surgery (we are proactive in answering the phone here).</li><li>- Online records. The ability for patients to be able to view their full online records will be coming. This has been delayed from April, however, is due to be happening from 1<sup>st</sup> November.</li><li>- Tour of the surgery. We have not forgotten 😊 there still improvements happening in the surgery that we want to finish before.</li></ul>	