ADELAIDE PATIENT PARTICIPATION GROUP (PPG)

Notes of zoom meeting Wed 15 Nov 2023

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| **Present:**  Belgin Bozsahin (Practice Mgr)  Bee Thompson  Carlie Newman  Graham Williams  Hilary Lance (Chair)  Juan Schehtman  Jamila Heinecke (part)  Michael Fletcher  Natasha Leith-Smith  Vanda Renton  Chaima Hale for item 1 | **Not in attendance:**  Cathy Katz GP  Mark Agathangelou  Pat Callaghan  Sara Katchi  Sheila Rossan |

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| **Item** | **Outcome** | **Action** |
| 1. | Draft **GP Communication Toolkit** aimed at raising patient awareness of the **role of Physician Associates (PAs) in primary care.**  Led by Chaima Hale a Physician Associate (Hampsted Group Practice) and a wider PA champion/representative.  Chaima was welcomed to the meeting.  Hilary explained that the papers circulated for the meeting were a tool kit aimed at:   * developing effective and consistent information and * achieving good professional practice about the work of PAs   They included:   * toolkit of best practice * information for a Practice website * a poster   Chaima took us through the main points of each document and answered questions.  Key feedback from the group:   * make the documents more patient friendly by e.g. * clarifying areas of confusion * removal of medical jargon and unexplained medical terms * shorter sentences * greater use of bullet points   In the pipeline is a patient leaflet .  Hilary, Natasha and Vanda volunteered to give feedback on the revised documents. | Chaima  Hilary  Natasha  Vanda |
| 2 | **Attendance and apologies** as above |  |
| 3 | **Practice update**   * Staff update – fully staffed with locums covering maternity leave, including one long term locum. * Staff photo board- now in place and received with warm praise * Progress on blood pressure screened corner - in hand * Creation of private space for breast feeding mother- in hand   The following items were deferred to the next meeting due to lack of time   * Pharmacists update * Long term conditions work and work with care homes * New approach to clinical coding * Speeding up repeat scripts process |  |
| 4 | **Questions from patient on social prescribing:-**  How is it working?  Who is doing it?  No. of patients using the service?  Is it helping GPs and if so how?  Due to lack of time this will be on the next agenda but meanwhile Belgin will report back in writing | **Belgin** |
| 5 | **AOB**  The yellow PPG folder is not currently in the waiting room pending installation of a shelf |  |
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**Next meeting Wed 7 Feb 2024, 12 -1.00 pm**

hl/Nov 23