**Valentine Medical Centre**

**Patient Participation Group – Feasability meeting**

**10th March 2015**

**Meeting Notes**

**Present**

|  |  |
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| **Practice Staff** | **Patients** |
| Dr Julie Richards  Dr John Fallon  Dr Fiona Hargreaves  Dr Alan Storey  Anthony Foster | ER  MM  PL  CC  JF  DR |

**Purpose**

Dr Richards opened the meeting and highlighted that the purpose of the meeting was to establish the feasability of forming a patient participation group, and how that group would operate.

**Presentation**

A presentation outlining the practice services was then given.



**Size of Group and Frequency of meetings**

The group discussed what would be a appropriate size and membership.

It was concluded that the minimum number of members would be 6 patients and the maximum number would be 12 patients.

It was agreed that frequency of meetings would ideally be quarterly but that the absolute minimum number should be 2 per year.

**Terms of reference**

The attached terms of reference were discussed with a view to being formally endorsed at the first PPG.



**Recruitment to the Group**

The group discussed options for advertising membership of the group.

The practice agreed to advertise in various places with a view to recruiting the minimum number of patient representatives.

Recruitment would be through the attached application form.

