

GPs'

Dr. Ian Ung
 Dr. Grazyna Pudlowska
 Dr. Laura Pariente



Dr. Jayanthan Manoharan
 Dr. Gnanodini Divaharan

Patient Participation Group Meeting 04.12.2013

	DESCRIPTION	ACTION POINTS
1.	WELCOME Attendees & Apologies Present: Patient Group Member 1, Jeanette Davis (JD), Patient Group Member 2, Viliam Holicka (VH), Dr. Pudlowska (GP), Patient Group Member 3,	
2.	Minutes from last meeting Agreed and discussed as few members missed the last meeting	
3.	Dates of next meeting The following meeting will be held on Wednesday 5 th February at 1.30 pm.	
4.	Flu campaign VH informed the group about the progress of the flu campaign.	
5.	Risk Assessments VH informed the group that earlier today (4.12) four risks assessments were carried by an environmental company: Health & Safety Risk, Legionella Risk, Fire Risk and DDA Risk.	
6.	Patient Survey The patient survey started on Monday and the receptionists were encouraging patients to participate. Posters are in place on all floors of the practice and the survey will run for four weeks. The findings will be ready for the next meeting to formulate an action plan for 2013/2014.	
7.	Basic Life Training VH informed that the training was done Tuesday.	
8.	Any Other Business Christmas Dinner	

Date of next meeting : Wednesday 5th February 2013 1.30 – 3.00 pm