

**MINUTES OF THE PPG MEETING HELD ON**  
**Tuesday 8<sup>th</sup> July 2014**

Present:- 2 group members, Paul Dodds, Dr Brown; Dr Lilly; Dr Johnston; Dr Crowston

Apologies

Chair A Group Member

**1 Role of Bridge End PPG**

The Partners attended the meeting to discuss the on-going development of the Group as at recent meeting issues were raised regarding the ability of the Group to influence the Practice, noticeably a number of suggestions had fallen by the wayside

**2 Terms of Reference**

One of the PPG had researched some Terms of Reference and it was agreed that this approach would be very useful for all concerned as it enabled all to understand what was expected of them

**Action:** further research to be done and brought back to the next meeting

**3 Priority Areas**

A number of thematic areas were reviewed and discussed to see where the Group could help without there being any governance or confidentiality issues and the following list drawn up

- Prescribing theme – how to help reduce usage and streamline processes – will be best after electronic prescribing
- Signposting theme – develop process to help patients help themselves – needs to be mindful of existing signposting initiatives
- Recruitment – for the group
- Website – to enhance and develop the site for the benefit of patients
- Access and Appointments – looking at how to help get messages out
- Communication theme - Flat screen/noticeboard usage
- Chronic condition sub groups – looking at specific condition based groups to provide extra input into case management
  - Diabetes COPD
  - CHD CKD
  - Asthma

**4 Next Meeting**

Friday 30 October 2014 at 11.00am