

MEDEN MEDICAL SERVICES  
PATIENT FOCUS GROUP  
MINUTES OF MEETING HELD 4.5.2011  
AT 3.00PM AT MEDEN VALE MEDICAL CENTRE

Present: Paddy Holden (Chair) Allan McLean  
Members of the group  
Dr S M Allen Jackie Jones (Practice Manager)  
Deb Dean (minutes)

Apologies : Apologies for absence from six members were received

Presentation given by Lindsay Rowan – Summary Care Records (SCR)

1. **Matters Arising:**

- **Patient Group Meetings** – concerns that meetings are not regular enough. It was agreed to have meetings every 3 months on Wednesdays at 5.00pm @ Meden Vale surgery with additional ones in between if needed. Jackie can organise the venue if group needs to have any meetings that she can't attend.

Action – Jackie to diary meetings

2. **Any Other Business**

- **Co monitors** - forms kept on front desk to be completed. Completed forms to be handed into reception. Receptionists can then hand out monitors.
- **Tombola prizes** – It was brought to our attention that some items for the tombola were deemed as not suitable to be given as prizes.
- **Garden** – Having trouble finding a gardener. 1<sup>st</sup> gardener who came out did not give a quote and did not reply to any calls. 2<sup>nd</sup> gardener came out to look round but has not got back to Jackie with quote. Jackie has been in touch with a local builder who has agreed to come out to view the site.
- **Cosmetics** – still ongoing. Beautician was appointed but decided not to accept the post. 2-3 applicants now interested and interviews arranged.
- **GPAQ Questionnaires** – Printouts of results of questionnaires were viewed and discussed.

Date of Next Meeting: Wednesday 3 August – 5.00pm at Meden Vale Medical Centre