**PPG WORKPLAN : October 2019 – Sept 2020 (Agreed at Dec PPG meeting)**

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| **1. Communications: Membership: Anne / Mary** | | |
| **Recent Activity** | **Priorities for Oct 19 - Sept 20** | **Comments / Task Allocation** |
| * Seasonal newsletters | 1. Publish 4 x Newsletters to be published Oct / Jan / April / July  2. Conduct interviews with patients around contents of newsletter. Aim for 25 per quarter (total 100).  3. Review / edit PPG page on surgery website  4. Monitor PPG e mail account  5. Maintain waiting room notice boards and leaflet rack  6. Investigate additional ways to communicate with patients eg  - use of box on repeat prescriptions  - electronic mailing of newsletter  - Neighbours magazine  7. Review TMC website ‘from the patients’ perspective’ | 1. Anne  2. Volunteers are sought to chat with patients;  3. Peter  4. Andrew  5. Anne  6. Mary  7. Gillian |
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| **2. Health Promotion: Membership: Andrew / Susan / Graeme** | | |
| **Recent Activity** | **Priorities for Oct 19 - Sept 20** | **Comments** |
| * Overseen Coffee mornings * Promoted parkrun * Involvement of Medway Council and ‘Better Medway’ * Publicity of BP/BMI machine | 1. Work with Care Navigator to support patient wellbeing developments and social inclusion eg coffee morning, health walk  2. Use national health campaign events eg smoking / alcohol to promote healthy lifestyles by ensuring leaflets available / items on notice board and in newsletter etc Aim to support 6 campaigns  3. Facilitate support for people with diabetes (maybe across PCN), working with CCG, Public Health and Diabetes UK. Support TMCs move to ‘Group Consultations’ (if pursued)  4. Help TMC to support the local food bank through the collection of donations | 1. Graeme  2. Volunteer sought  3. Andrew  4. Gillian |
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| **3. Surveys: Membership: Anne** | | |
| **Recent Activity** | **Priorities for Oct 19 - Sept 20** | **Comments** |
| * Surveys on Access and Minor Injuries | 1. More surveys to capture the ‘Patients’ Voice’ or ‘Awareness’.  - Aim for 4 (Suggestions …cancer screening awareness…care navigation ….multi disciplinary team….Group Consultations)  2. Trial a ‘comments scheme’ with forms and box by sign-in terminal | 1. Anne  2. Volunteer sought |

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| **4. General / All PPG Members** | | |
| **Recent Activity** | **Priorities for Oct 19 - Sept 20** | **Comments** |
|  | 1. Promote PPG  2. Support flu clinic  3. Develop our ‘Sounding Board’ role  4. Fundraising for specialist non budgeted equipment, such as FENO monitor. | 1. All  2. All  3. Volunteer sought  4. Susan to lead |
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| **5. Chair and / or Vice Chair** | | |
| **Recent Activity** | **Priorities for Oct 19 - Sept 20** | **Comments** |
|  | 1. Represent PPG at PCN PPG events  2. Represent PPG at Medway CCG meetings  3. Be nominated contact for national PPG Association | 1. Graeme  2. Graeme / Anne  3. Graeme |
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