

**During the pandemic the number of PPG members have decreased. The purpose of this action plan is to encourage new members to join our PPG.**

<b>Action</b>	<b>Responsible Owner</b>	<b>Timescale</b>	
Set a date for the next PPG meeting	JF	February	Tuesday 28th June 2022 - 12 midday in the community hall
Create poster/graphics to advertise meeting	JF	February	
Advertise PPG in practice (toolkit poster)	JF	February	
Advertise PPG meeting in practice	JF	February	
Advertise meeting on practice TV screen	JF	March	Awaiting TV screen replacement
Advertise on practice website	JF	March	
Advertise on Social media	JF	April	
Advertise with local schools	JF	April	
Staff awareness - tell clinicians and admin staff about the meeting	JF	April	
Create new page for practice website dedicated to the PPG	JF	April	
Website: What is the PPG?	JF	April	
Website: Why do we want a PPG - benefits to patients, practice and community	JF	April	
Website: Who can join?	JF	April	on website - to look at revamping
Website: How to join?	JF	April	on website - to look at revamping
Include info RE PPG on patient feedback	JF/KW	May	
Update PPG noticeboard in Surgery	JF	May	
Create leaflet - available at reception. (look at if CNs give these to all pt contacts at reception)	JF	May	
Add PPG info/leaflet to the registration pack	JF	May	
Advertise with charity	JF	May	
Text patients link for PPG info on practice website	JF	May	
Explore creating a virtual PPG - (facebook/newsletters) & advertise on website/practice fb group if relevant	JF	May	