

## Annex D: Standard Reporting Template

South Yorkshire and Bassetlaw Area Team  
2014/15 Patient Participation Enhanced Service – Reporting Template

Practice Name: Dr A Munzar

Practice Code: C85622

Signed on behalf of practice: D Fisher    Date:26.03.15

Signed on behalf of PPG:

Date:

1. Prerequisite of Enhanced Service – Develop/Maintain a Patient Participation Group (PPG)

Does the Practice have a PPG? Yes (in the process)								
Method of engagement with PPG: Face to face, Email, Other (please specify)Face to Face								
Number of members of PPG:1								
Detail the gender mix of practice population and PPG:				Detail of age mix of practice population and PPG:				
%	Male	Female		%	<16	17-24	25-34	35-44
Practice	965	1046		Practice	461	197	226	258
PRG	1	0		PRG	0	0	0	0
					45-54	55-64	65-74	> 75
					340	215	178	136
					0	0	1	0

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Detail the ethnic background of your practice population and PRG:

	White				Mixed/ multiple ethnic groups			
	British	Irish	Gypsy or Irish traveller	Other white	White &black Caribbean	White &black African	White &Asian	Other mixed
Practice	1641	4		11	2	5	2	3
PRG	1	0		0	0	0		0

	Asian/Asian British					Black/African/Caribbean/Black British			Other	
	Indian	Pakistani	Bangladeshi	Chinese	Other Asian	African	Caribbean	Other Black	Arab	Any other
Practice	3	1		5		7		1		324
PRG	0	0		0		0		0		

Describe steps taken to ensure that the PPG is representative of the practice population in terms of gender, age and ethnic background and other members of the practice population:

**We advertise our PRG to everyone, we do not discriminate.**

Are there any specific characteristics of your practice population which means that other groups should be included in the PPG?  
e.g. a large student population, significant number of jobseekers, large numbers of nursing homes, or a LGBT community?

No

If you have answered yes, please outline measures taken to include those specific groups and whether those measures were successful:

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2. Review of patient feedback

Outline the sources of feedback that were reviewed during the year:

Still in process

How frequently were these reviewed with the PRG?

Still in process

3. Action plan priority areas and implementation

Priority area 1

Description of priority area:

What actions were taken to address the priority?

## Priority area 2

Description of priority area:

What actions were taken to address the priority?

Result of actions and impact on patients and carers (including how publicised):

### Priority area 3

Description of priority area:

What actions were taken to address the priority?

Result of actions and impact on patients and carers (including how publicised):

### Progress on previous years

If you have participated in this scheme for more than one year, outline progress made on issues raised in the previous year(s):

We have only started our PRG in the last few months and we are still in the processing stages. The practice manager and the chair person met with Jacqueline Griffin to discuss setting up PRG. We have one member of the PRG at the moment who is also the acting chair. We have advertised our patient group at our surgery, at our local pharmacy and on our website, but we haven't had any interest so far. Application forms are available from reception and on our website. We are also in the process of devising a questionnaire.

#### 4. PPG Sign Off

Report signed off by PPG:

Date of sign off: 27.03.15

How has the practice engaged with the PPG:

How has the practice made efforts to engage with seldom heard groups in the practice population?

Has the practice received patient and carer feedback from a variety of sources?

Was the PPG involved in the agreement of priority areas and the resulting action plan?

How has the service offered to patients and carers improved as a result of the implementation of the action plan?

Do you have any other comments about the PPG or practice in relation to this area of work?