

PATIENT PARTICIPATION GROUP

ACTION PLAN

Date of Meeting 4th February 2020



<u>Title and Action</u>	<u>Action Owner</u>	<u>Timeframe for Completion</u>	<u>Status</u>
<u>Previous Meeting Actions</u> <ul style="list-style-type: none">• Smoking Cessation Clinics – Promote National No Smoking Day in March• Health campaigns – Display current health promotion calendar and encourage patients to support promotion• Discuss with pharmacy team re serial prescribing for intermittent use items• Appointment Analysis – reduce DNAs and raise awareness of 1.5 hours of appointment time wasted every day.	Kingsleigh Kingsleigh Angeline	March 2020 February 2020 March 2020	
<u>Coeliac Disease Monitoring</u> <ul style="list-style-type: none">• Advise all patients with Coeliac disease that they will now receive invitation for annual review during their birthday month	Jan	February 2020	
<u>Carers Workshop</u> <ul style="list-style-type: none">• Invite VASA, Money Matters and other organisations to attend/	Kingsleigh	March 2020	

provide information for workshop <ul style="list-style-type: none"> Promote Workshop in waiting room and on Social Media 			
<u>Know Your Numbers</u> <ul style="list-style-type: none"> Promote use of waiting room health check equipment in waiting room and on Social Media Consider solutions for making health check station more private 	Kingsleigh	March 2020	
<u>Medication Assistance</u> <ul style="list-style-type: none"> Hand out survey in reception 	Angeline	February 2020	complete
<u>Scottish Health Council Networking Event</u> <ul style="list-style-type: none"> Invite entire PPG group to attend event and draw names from hat if interest over subscribed 	Jan	February 2020	