

## PATIENT PARTICIPATON GROUP

### ACTION PLAN

Date of Meeting – Tuesday 24 February 2015



<u>Meeting Date</u>	<u>Title &amp; Action</u>	<u>Action Owner</u>	<u>Timeframe for completion</u>	<u>Status</u>
24/02/2015	<b>Appointments Evaluation</b> <ul style="list-style-type: none"><li>• Jan to contact School Nursing Service</li><li>• Discuss with Practice team the capacity to offer Teenage MOTs</li><li>• Promote the number of appointments attended and display this information more boldly</li></ul>	Jan Jan Aileen	June 2015 June 2015 March 2015	
24/02/2015	<b>Video Storyboard</b> <ul style="list-style-type: none"><li>• Video Storyboard to be filmed in March</li></ul>	Jan/ Angeline/ Aileen/ John/Pat/ Alison/ Noreen	March 2015	
24/02/2015	<b>Smokefree Zone</b> <ul style="list-style-type: none"><li>• Seek approval from the other Tenants</li></ul>	Jan	June 2015	
24/02/2015	<b>Health Promotion Libraries</b> <ul style="list-style-type: none"><li>• Arrange for Lindsay Murphy to attend the next meeting</li></ul>	Jan	June 2015	
24/02/2015	<b>Pharmacy Collection of Prescriptions</b> <ul style="list-style-type: none"><li>• Outline the terms of the pharmacy collection service within the waiting room and the Spring Newsletter</li><li>• Co-ordinate collection of patient email addresses, explaining the benefit to patients</li></ul>	Angeline Aileen	March 2015	
24/02/2015	<b>Spring Newsletter Design</b> <ul style="list-style-type: none"><li>• Draft Spring Newsletter, including suggestions offered, and share with PPG for final approval prior to circulation</li></ul>	Angeline	31 March 2015	
24/02/2015	<b>Telephone Consultations</b> <ul style="list-style-type: none"><li>• Ask the telephone provider if the Practice telephone</li></ul>	Jan	March 2015	

	number can be shown on outgoing calls			
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