

PATIENT PARTICIPATION GROUP

ACTION PLAN

Date of Meeting 1st June 2021



<u>Title and Action</u>	<u>Action Owner</u>	<u>Timeframe for Completion</u>	<u>Status</u>
<u>Planned telephone consultations</u> <ul style="list-style-type: none">Email audit results discussed at previous meeting separately when ready.	Angeline	June 2021	
<u>Team Update</u> <ul style="list-style-type: none">New team members to be shared on Practice Noticeboard and social media	Kingsleigh/ Jan	June 2021	
<u>Unscheduled Care Service</u> <ul style="list-style-type: none">Add notice to website/ social media informing patients of service available	Karin/ Angeline	June 2021	
<u>Online Appointment Booking</u> <ul style="list-style-type: none">contact our system provider and NHS Ayrshire & Arran IT team to ascertain the position with our request for online appointment booking	Jan	October 2021	

<u>Newsletter</u> <ul style="list-style-type: none">• Email PPG to ask for their ideas of items to be communicated in next newsletter.	Angeline	Mid-August 2021	
<u>Screening Event</u> <ul style="list-style-type: none">• Plan services and date	Jan	Summer 2021	