

# Hardwicke House Group Practice Patient Partnership Action Log

DATE	DETAILS	ACTION	BY	UPDATE	COMPLETE
08/08/18	Speaker for 10/10/18 meeting	Invite Teresa Farley, WS CCG Patient Involvement Coordinator	PW	Cannot make 10/10/18 meeting but will come to 12/12/18 meeting	100%
08/08/18	Low child Immunisation	Hand out to be provided at flu clinics	DC/PW	Information published in Newsletter 11	100%
08/08/18	Rota of flu clinics	PW to organise	All	All vacancies filled	100%
12/12/18	Breathe Easy	Contact Monica Horton re promoting Breathe Easy.	NH	NH met with Monica Horton. PW also provided COPD nurse at Siam with Breathe Easy poster and flyers	100%
12/12/18	Flu Vaccines	Provide numbers of Flu vaccines given	SF	1660 jabs at flu clinics and 800 more since.	100%
08/08/18	Notice board themes	Circulate list of health awareness promotions	PW	On Going	100%
13/02/19	Notice Board and Transport / Pharmacy Coordinator Role	Compile role descriptions	DM	Complete	100%
02/02/18	Transport Schedule	Transport schedule required for Clare to reflect different location.	DM / EC	Details of Clare Community Transport scheme provided by EC	50%
11/04/18	General Data Protection Regulations (GDPR)	Explain implications for group	PW / All	PPG / GDPR application form drafted 13/02/19. Awaiting member comments / form completion.	50%
08/08/18	Transport Schedule	Transport schedule required for Bures to reflect different location.	DM / MC	MC has provided PW with some info re buses	50%
12/12/18	Newsletter	GP+ and Community Pharmacy errors article for next newsletter	PW		0%
13/02/19	Compile PPG Budget	PPG members to identify any costs they feel need to included into a PPG budget.	MC	SF asked if HHGP would sponsor the group to the tune of £500 pa.	50%
10/04/19	My Care Record	PW to contact Julie Irvine re My Care Record.	PW	Oliver Riches to attend meeting on 12/06/19	100%
10/04/19	Waiting for prescriptions at WSH	Contact WSH PALS re local dispensing of medications.	PW	Email received from WSH PALS, and discussed at PPG Meeting 12/06/19	100%
10/04/19	Registration of Carers	HH PPG to promote the registration of Carers on PPG notice boards in June.	PW / DM	Registration of Carers being promoted on PPG Noticeboards/ HH Web site and HH TV	100%

## Hardwicke House Group Practice Patient Partnership Action Log

DATE	DETAILS	ACTION	BY	UPDATE	COMPLETE
10/04/19	Newsletter Holders	Investigate providing Newsletter holders at ML, GC, Bures and Clare.	SF		0%
10/04/19	PPG Press Officer	Volunteer required to act as Press Officer to maximise group publicity.	All		0%
12/06/19	PPG success stories	OR requested success stories from PPG members to relay to her colleagues	All		0%
12/06/19	<b>Grants</b>	Find out what the criteria is and how to apply.	<b>OR</b>		<b>0%</b>
12/06/19	Alliance Locality Meeting	SB to stand in for EC at next meeting	SB		100%