

**PATIENT PUBLIC PANEL – DIARY OF INVOLVEMENT
MARCH - APRIL 2016**



MARCH	ENGAGEMENT DETAILS (meeting, survey, audit etc)	BRIEF COMMENTS	TIME (hrs)
		<i>January/February Hours brought forward</i>	250
2	Interviewing undergraduates for BSc Nursing Programme at the University of Stirling - EC	Selection of next sessions student nurses	5
2	Training Event for 'Living It Up' - EW		2.5
2	NHSFV Travel Plan and Car Parking Group - SMcG, HM	Discussed measures being taken to reduce use of cars - cycling, car pool, public transport. Introduction of real time bus timetable screen at front entrance to hospital.	6
3	NHSFV Neurological Voices - SMcG	Induction training - Case for change	6
4	NHSFV Deteriorating Patient/Sepsis Collaborative Study Day - MB	Presentations, Simulations and discussion. Salford experience of reduction of cardiac arrests. Update on FV and national picture. Case studies of sepsis. Simulations of cardiac arrest. Latest DNA CPR policy and Community Hospital update. See PPP News.	9
7	NHSFV Stirling Community Hospital - MB, EW	Getting those attending Clinics to sign up for 'Living it up' and go to their website. Filling in Questionnaires for Podiatry	8
8	NHSFV Stirling Community Hospital - EW, HM	Getting those attending Clinics to sign up for 'Living it up' and go to their website. Filling in Questionnaires for Podiatry	8

8	NHSFV/SERCO Ward B23 - JG	Infection Control, Patient Experience and SERCO Catering Surveys	2.5
8	NHSFV Neurological Voices - SMcG	Induction training (Part 2) - Case for change	6
9	NHSFV Maternity Services Liaison Committee - Chaired by Margo Biggs - MB, HR	Approving final drafts, presentation and appreciation of award on active labour. Encouraged wide discussion round the table.	9.5
10	Falkirk Health and Social Care Partnership Strategic Planning Group - EC	Accepting the new Health and Social Care Plan for Falkirk	3
10	NHSFV Ward A11 - HR	Patients' Questionnaires	4
11	NHSFV Clinical Governance Committee - HM, EW	Minutes available on NHSFV Website. Eileen Wallace has been appointed PPF rep on this Committee in place of EC.	13
11	Interviewing undergraduates for BSc Nursing Programme at the University of Stirling - EC	Selection of next sessions student nurses	5
14	NHSFV Bereavement Steering Group - MB, HM	Catch up meeting. New arrangements for registration of death. See PPP News.	5.5
14	Interviewing undergraduates for BSc Nursing Programme at the University of Stirling - MM	Interview format was Multiple Mini Interview. See article by EC in the PPP News.	5.25
15	NHSFV/SERCO Ward B23 - JG	Infection Control, Patient Experience and SERCO Catering Surveys	3
16	Interviewing undergraduates for BSc Nursing Programme at the University of Stirling - MM	Interview format was Multiple Mini Interview. See article by EC in the PPP News.	3.25
16	NHSFV Ward A11 - HR	Patients' Questionnaires	4
17	Clacks & Stirling Health and Social Care (H&SC) Partnership Strategic Planning Group - HM, EW, SMcG	Minutes available on NHSFV Website.	10

18	Joint meeting of H&SC Partnerships' Service Users and Carers who are on Integrated Joint Boards and Strategic Planning Groups- HM, EW, SMcG, MB, EC	Opportunity to discuss with each other ways we can work together. Reviewed what is working well. Considered the way forward for meetings and communications.	14
21	NHSFV/SERCO Ward B23 - JG	Infection Control, Patient Experience and SERCO Catering Surveys	3
21	<i>PPP Steering Group Meeting - HM, MB, JMcG, MM, EK, LC, EC, CA</i>	<i>Terms of Reference review planning, Updates on Comms & Media Group, Diaries of Involvement, Use of NHS net account, Cabinet Portfolio; Participation requests discussion; PPP meeting agenda.</i>	28.5
28	NHSFV Food Fluid and Nutrition Annual Report - MM	Opportunity to comment on the draft FFN Annual Report. It will be circulated for approval to the FFN Technical Group and then to FFN Steering Group in May.	0.5
29	NHSFV Ward A11 - HR	Patients' Questionnaires	4
30	NHSFV Ward B23 - JG	Infection Control and Patient Experience Surveys	2
30	NHSFV Triage Group - HM	Discussion on psychiatric patients in Triage; Redirection policy and audit; Triage training pack and development.	2.5
31	Reading and sending comments on Nursing and Midwifery Strategy 2016-2019 to P Marland - HM		2.5
31	NHSFV Area Drug and Therapeutic Committee Meeting - EW		3.5
Feb/March	<i>Writing articles for PPP News - MB, HM</i>	Future of Psycho-Social services; Deteriorating Patient Study Day; Bereavement - Changes in Registration; PPF News; Volunteering Event	3.5

APRIL			
4	NHSFV Nursing and Midwifery Strategy Group - MB, MM, EW	Follow up meeting. Consideration of changes made since August meeting as a result of a series of meetings with stakeholders including ourselves.	10
5	NHSFV Person Centred Healthcare Steering Group - MB, MM	Review of documents and actions plus presentation of work to improve quality of life for patients in Wards B21/22. See PPP News.	7
5	NHSFV Ward B21 - EF	Short stay ward for patients with dementia who are treated for physical ailments. See 5 January Diary of Involvement.	3.5
6	Completing Complaints document for Scottish Health Council - HM	Given scenarios and had to identify the front line staff to complain to and expected solution	3
7	Meeting of 1:1 Steering Group (Affirmation of continuance of 1:1) - MB	Report from frontline. Support from Board for funding to continue. See PPP News	3
7	NHSFV Health Promoting Health Service Steering Group - MM		2
8	Leaflet Task Group - SMcD, LD	Endoscopy x 3 leaflets; Naloxone, Flumazenil and Pyloric Dilatation. Compiling draft responses.	8.5
11	Visit to Mental Health Unit FVRH - EC	Looking at the Art Work now in place following the input of the Art and Wellbeing Group. Also meeting with Rev Timothy regarding helping at church services there.	2
11	SERCO/NHSFV Ward B23 - JG	Catering, Infection Control and Patient Experience Surveys	3

11	Leaflet Task Group - SMcD	Endoscopy x 3 leaflets; Naloxone, Flumazenil and Pyloric Dilatation. Completion and forwarding the confirmed responses	0.5
12	NHSFV Ward B21 - EF	Short stay ward for patients with dementia who are treated for physical ailments. See 5 January Diary of Involvement.	3.5
12	NHSFV Deteriorating Patient Group - MB	Examination of targets to administer anti-biotics and rate of meeting other standards eg cardiac arrest.	3
12	Commenting on Complaints document for Scottish Health Council and Information Governance - MB,		3
12	NHS Information Governance Group - JMcG	Health and Safety update; Acceptance of document updates; eMail Acceptable Use Policy; Community Health Index access; Remote working guidance; Audit Trails; Freedom of Information report; FOI training developments; Fair Warning monitoring update; Works in progress update; IG Workplan; IGG Terms of Reference; Draft Information Governance Strategy; Records management; Information Assurance Framework; Risk Assessment-Malware/Virus	2
12	NHSFV Ward A11 - HR	Patients' Questionnaires	3.5
15	NHSFV Clinical Governance Working Group - EK	Minutes available on website	10
18	<i>PPP Full Panel Meeting</i>	<i>Look at way forward facilitated by Morag McLaren. See PPP News</i>	60
19	NHSFV Ward B21 - EF	Short stay ward for patients with dementia who are treated for physical ailments. See 5 January Diary of Involvement.	3.5

20	NHSFV Spiritual Care Committee - HR, JG		5.5
20	NHSFV Car Parking and Travel Plan Group - SMcG, HM	Updates on transport and car parking at FVRH. Mark Craske attending the 20 June PPP meeting.	6
21	NHSFV Meeting with D Coombs - EC	Considering the way to survey Ward B11	1
21	Clacks and Stirling Health and Social Care Partnership Strategic Planning Group - HM, SMcG, EW	Minutes available on NHSFV website	15
24	Scottish Health Council - HM	Given scenarios and had to identify the front line staff to complain to and expected solution. I found this a challenging exercise.	3
26	NHSFV Collaborative Psychosocial Cancer Care Stakeholder Event held at Park Hotel - MB, CMcN	Raising awareness of existing service. Options for collaboration. Directory of existing services and action plan. Looking at ways forward for patients post cancer treatment.	9.5
26	NHSFV Ward B21 - EF	Short stay ward for patients with dementia who are treated for physical ailments. See 5 January Diary of Involvement.	3.5
26	SERCO/NHSFV Ward B23 - JG	Catering, Infection Control and Patient Experience Surveys	3
26	Revise Poster for Staff Guidance on Patients/Visitors taking Photographs/Recordings on Electronic Devices in NHSFV Settings - SMcD	Poster to help staff emphasise the importance of how and when appropriate use of electronic devices are acceptable.	2
27	NHSFV Arts and Wellbeing Steering Group - HM, EC, DMcL	See PPP News. Mainly wrestling with the reduced interest from NHSFV on the work being done by this group.	7.5
28	NHSFV Ward A11 and meeting with Helena Buckley-HR	Patients' Questionnaires	4.5

28	NHSFV Supporting Dementia Patients - EC	Getting to know patients and escorting them to the church service	2
		<i>January - April Hours</i>	626

Margo Biggs – MB
Mary Miller – MM
John McGhee – JMcG
John Snaddon – JS
Lee Campbell – LC
John Boyle - JB

Sheila McDuff – SMcD
Eddie Kelly – EK
Terence O’Byrne – TO’B
Meg Asd Amasi – MA
Eileen Wallace – EW

Helen Russell - HR
Carol Allardyce – CA
Christina McNeil – CMcN
Helen Macguire – HM
Lawrie Dewar – LD

David McLaren - DMcL
Evelyn Crosbie - EC
James Greenaway - JG
Sheila McGhee – SMcG
June Reid - JR