

**PATIENT PUBLIC PANEL – DIARY OF INVOLVEMENT  
MAY - JUNE 2016**



<b>MAY</b>	<b>ENGAGEMENT DETAILS (meeting, survey, audit etc)</b>	<b>BRIEF COMMENTS</b>	<b>TIME (hrs)</b>
		<i>January - April Hours brought forward</i>	<b>622</b>
<b>3</b>	<b>NHSFV Area Prevention and Control of Infection Committee - CMcN</b>	<b>Quarterly Meeting looking at all aspects of infection control. Multi disciplinary team in attendance</b>	<b>3.5</b>
<b>4</b>	<b>NHSFV Food, Fluid and Nutrition Steering Group - MM</b>		<b>2.5</b>
<b>6</b>	<b>NHSFV Clinical Governance Committee - HM, EW</b>	<b>Minutes available on NHSFV website</b>	<b>16</b>
<b>9</b>	<i>PPP Communication and Media Steering Group - JMcG, MM, MB,</i>	<i>Virtual meeting by email</i>	<b>1.5</b>
<b>10</b>	<b>NHSFV Neurological Voices - SMcG</b>	<b>Meeting with Karen Maclure to discuss way forward for group.</b>	<b>3</b>
<b>13</b>	<b>NHSFVRH Ward A11 - HR</b>	<b>Questionnaires with patients and families</b>	<b>3.5</b>
<b>16</b>	<b>NHSFVRH/SERCO Ward B23 - JG</b>	<b>Infection Control Surveys, SERCO Catering Audit and meeting with Pauline Marland</b>	<b>5</b>
<b>16</b>	<b>Meeting with Pauline Marland re Questionnaires - HR</b>		<b>3.5</b>
<b>18</b>	<b>Scottish Health Council Voices Training Session - MB</b>	<b>Integration structure and effective public involvement</b>	<b>3</b>
<b>19</b>	<b>NHSFVRH Ward B23 - JG</b>	<b>Infection Control and Patient Experience Surveys</b>	<b>4</b>
<b>19</b>	<i>PPP Terms of Reference Meeting with Karen Maclure - MB, CA, EK, SMcD</i>	<i>Overview of 2015 document and direction for future. Good positive meeting.</i>	<b>12</b>

19	<b>Clacks and Stirling Health and Social Care Partnership Strategic Planning Group - SMcG, EW</b>	<b>Minutes available on NHSFV website</b>	<b>6</b>
19	<b>Falkirk Integration Joint Board Budget Development afternoon - MB</b>	<b>Presentations on NHS/LA budgets and case studies</b>	<b>3</b>
23	<i>PPP Steering Group - CMcN, SMcD, JMcG, HM, EK, LC, EC, CA, MB, MM</i>	<i>Discussion re PPP contribution to FV Annual Report; Terms of Reference review; future recruitment plans for PPP and members' tenure discussed - agreement to set up a Recruitment Working Group; Leaflet Group update; Comms and Media Group update; next full PPP agenda agreed</i>	<b>35</b>
24	<b>NHSFVRH Ward A11 - HR</b>	<b>Questionnaires with patients and families</b>	<b>3.5</b>
26	<b>NHSFVRH/SERCO Ward B23 - JG</b>	<b>Infection Control, Patient Experience and SERCO Catering Surveys and Meeting with Sam Johnstone (Infection Control)</b>	<b>5</b>
31	<b>NHSFVRH Ward A11 - HR</b>	<b>Questionnaires with patients and families</b>	<b>3.5</b>
31	<b>Meeting with Helena Buckley - HM</b>	<b>Draft PPP text for Annual Report and plan for full PPP meeting on 20 June 2016.</b>	<b>3</b>
	<b>Opportunity to comment on draft submission to Scottish Government on consultation - Food in Hospitals - MM</b>		<b>0.5</b>
	<b>Writing PPP News items - MB, HM</b>		<b>2</b>
<b>JUNE</b>			
1	<b>NHSFV Car Parking and Travel Plan Group - SMcG, HM</b>	<b>Transport to FVRH and CCHC, cycling strategy, car pool, etc. Real time bus timetable; car parking issues at FVRH.</b>	<b>6</b>
3	<b>Meeting to discuss Annual Report - MM, JMcG, HM(by email)</b>	<b>Review of draft Annual Report - Feedback, Comments, Concerns and Complaints presented by Karen Maclure for comments and input</b>	<b>8</b>

7	NHSFV Person Centred Healthcare Steering Group - MB, HM, MM	Issue of Draft Documents for final comment. Annual Report and Strategy document.	11
7	NHSFV Health Promoting Health Service Steering Group - MM		2
8	NHSFV Maternity Services Liaison Committee - MB	Presentations on perinatal mortality and education programmes on dangers of alcohol consumption during pregnancy.	3.5
8	NHSFV Clinical Governance Working Group Meeting - EK		10
9	NHSFV Information Governance Group - JMcG	Briefing Terence O'Byrne	1
		IGG meeting: Policies and protocols review; Monitoring reports presented; Work in progress papers; IG workstream discussion - in place to comply with the Director's Letter: IG and Security Improvement Measures 2015-2017	2.5
14	NHSFV Pharmacy Practices Committee - SMcG, HM (as PPF members)	Read papers and make site visit - to look at location and viability of proposed new pharmacy	12
15	NHSFVH/SERCO Ward B23 - JG	Infection Control Audit, Serco Catering Survey and Patient Experience Survey	4.5
17	NHSFV Pharmacy Practices Committee - SMcG, HM (as PPF members)	Sit on Application Hearing Committee for proposed new pharmacy.	9

20	Full PPP Meeting	Travel and parking update from Mark Craske; Infection Control update from Jonathon Horwood and Sam Johnstone - new opportunities for members expanded upon; Terms of Reference workshop facilitated by Derek Blues SHC; Business section included updates from SG, Comms & Media, Leaflet Group, Diaries of Involvement. Participation request handed out for Children's Ward Menu Planning Group	60
20	NHSFVH/SERCO Ward B23- JG	Infection Control Audit, Serco Catering Survey and Patient Experience Survey	8
22	Clacks & Stirling Health and Social Care Integration Joint Board Meeting - SMcG	Stood in for Clacks User Representative. Minutes on NHSFV website.	2
24	NHSFV Clinical Governance Committee - HM, EW	Minutes available on NHSFV website. Agreed at CGC that Balanced Scorecard Report update be taken to PPP.	16
27	PPP Communication and Media Group Meeting - JMcG, MB,	Updates on actions since last meeting; Members' Profiles; Review of web pages; Future of the Group discussion	4
27	Meeting of 1:1 Operational Group - MB	Service delivered in Community update	3
28	Notes from full PPP Meeting to Helena - CA		0.75
28	NHSFV Children's Ward Menu Planning Group - CA	Short-life Working Group to develop nutritionally sound menu to meet forthcoming revised national standards	2
28	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
29	Clacks & Stirling Health and Social Care Integration Joint Board Staff Workforce Meeting - SMcG	Meeting with staff who are expected to implement strategic integration plan.	2

30	Meeting with Helena Buckley - HM	Follow up from PPP meeting on 20 June 2016. Helena dealt with a query I had from an eye clinic outpatient re transport to Golden Jubilee	3
30	NHSFVH/SERCO Ward B23- JG	Infection Control Audit, Serco Catering Survey and Patient Experience Survey	4
		<b>January - June Hours</b>	<b>918.75</b>

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  
Evelyn Finnie - EF

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