

**PATIENT PUBLIC PANEL – DIARY OF INVOLVEMENT  
SEPTEMBER - OCTOBER 2016**



SEPTEMBER	ENGAGEMENT DETAILS (meeting, survey, audit etc)	BRIEF COMMENTS
		<i>January - August Hours</i>
<b>31-Aug</b>	<i>Preparation of PPP News - TO'B</i>	
<b>3</b>	<b>NHSFV/SERCO Ward B23 - JG</b>	<b>Infection Control Audit, Serco Catering Survey and Patient Experience Survey</b>
<b>5</b>	<b>Neuro Central - SMcG</b>	<b>First meeting. Self help for anyone with a neurological condition</b>
<b>5</b>	<b>NHSFV Pharmacy Practices Committee - HM</b>	<b>Reading material and attending outside visit to view Pharmacy applicant's proposed premises</b>
<b>6</b>	<i>Meet Helena Buckley to discuss PPP business- HM</i>	
<b>6</b>	<b>NHSFV Ward B21 - EF</b>	<b>Short stay ward for patients with dementia who are treated for physical ailments. See January 2016 Diary for further information.</b>
<b>7</b>	<b>Maternity Services Liaison Committee - HR, MB</b>	<b>Presentations and reports</b>
<b>8</b>	<b>NHSFV Pharmacy Practices Committee - HM</b>	<b>Meeting with Pharmacy applicant and interested parties to assess application to open a new pharmacy</b>
<b>12</b>	<b>NHS/SERCO Ward B23 - JG</b>	<b>Infection Control Audit, Serco Catering Survey and Patient Experience Survey</b>
<b>12</b>	<i>PPP Communication and Media Group - HR, JMcG, HM, MM, MB, TO'B, SMcG</i>	<i>Engagement with other groups; Maintenance of PPP web pages; Welcome Boards; Newsletter update; Development of members' profiles</i>

13	NHSFV Ward B21 - EF	Short stay ward for patients with dementia who are treated for physical ailments. See January 2016 Diary for further information.
15	NHSFV Information Governance Group - JMcG	Health and Safety systems update; Policies and protocols updates reviews; Monitoring reports presented; Updates on IG works in progress. Information about the NHSFV Social Media Policy to be taken to the PPP Steering Group
19	<i>PPP Steering Group - MM, HM, JMcG, LC, CA, EC</i>	<i>Recruitment of new members; Comms and Media update; Opportunities for members in wards and simulation centre; Diaries of Involvement; Full PPP agenda; Information Governance Group Social Media Policy to be summarised to members</i>
19	Clacks & Stirling Integrated Joint Board - SMcG	Discussion with Lesley Fulford on items for forthcoming meeting.
20	NHSFV Children's Ward Menu Planning Group - CA	
20	NHSFV Ward B21 - EF	Short stay ward for patients with dementia who are treated for physical ailments. See January 2016 Diary for further information.
21	NHSFV/SERCO Ward B23 - JG	Infection Control Audit, Patient Experience Surveys
21	NHSFV Arts and Wellbeing Group - HM	Jonathon Proctor was chair today.
22	NHSFV Patients Rights Meeting - LC, EC	
22	NHSFV Ward A22 - LC	Patient Experience Surveys
26	NHSFV Stirling Community Hospital - HM, EW	Carry out diatetic surveys for AHP Manager (PPF)

27	NHSFV Ward B21 - EF	Short stay ward for patients with dementia who are treated for physical ailments. See January 2016 Diary for further information.
28	NHSFV Person Centred Health Care Steering Group - MM, HM, EC	Feedback results from national inpatient survey; given opportunity to put forward comments on PCHC Delivery Plan; want to increase use of Patient Opinion; Helena arranging Wayfinding training; meetings to be held quarterly in future.
29	NHSFV Clinical Governance Working Group - EK	This group covers: Implementation; Assurance; Safe Care; Effectiveness and Person Centred Care; Minutes from All Committees and Groups
30	NHSFV Ward A22 - LC	Patient Experience Surveys
30	<i>Preparation of PPP News - TO'B</i>	
		September Hours
		<i>January-September Hours</i>
<b>OCTOBER</b>		
3	NHSFV/SERCO Ward B23 - JG	Infection Control Survey, Serco Catering Survey and Patient Experience Survey
3	Neuro Central - SMcG	Talk from Citizens Advice on benefits
4	NHSFV Ward B21 - EF	Short stay ward for patients with dementia who are treated for physical ailments. See January 2016 diary for further information.
6	NHSFV Falkirk Community Hospital - EC	Domestic Monitoring
6	NHSFV Ward A22 - LC	Patient Experience Surveys
7	Falkirk Health & Social Care Partnership Integrated Joint Board Meeting - MB	See NHSFV website for Minutes.

11	NHSFV Ward B21 - EF	Short stay ward for patients with dementia who are treated for physical ailments. See January 2016 Diary for further information.
11	NHSFVSERCO Ward B23 - JG	Infection Control Survey, Patient Experience Survey, Serco Catering Survey
12	NHSFV Falkirk Community Hospital - EC	Dietician's Survey
12	NHSFV Ward A22 - LC	Patient Experience Surveys
14	NHSFV Clinical Governance Committee - HM	Minutes available on NHSFV website
14	Health Improvement Scotland Pharmacy Briefing for Anti-Biotic Awareness - MB	
17	NHSFV/SERCO Ward B23 - JG	Infection Control Survey, Serco Catering Survey
17	<i>Full PPP Meeting - LC, HR, JMcG, HM, MM, EF, MB, EW, JG, AH, LD, SMcG, CMcN, MW</i>	<i>See November PPP News and Website</i>
17	NHSFV Ward B11 - LC	Short Visit
18	NHSFV Clackmannanshire Community Healthcare Centre Domestic Audit - HM	Carried out Domestic Audit in Ward 2 (Dementia Ward)with Christine Noble. No issues with cleanliness. Some rooms in need of paintwork being done and flooring improved.
19	Clacks & Stirling Health & Social Care Partnership Strategic Planning Group - HM,EW,SMcG	Discussed development of draft Locality Plans, which are due to go to public consultation in Feb/March 2017. Financial challenges ahead.
19	NHSFV Cardiology Ward - CA	Meeting with Cardiology Senior Staff Nurse. Introductory meeting for fortnightly Patient Experience feedback visits.
20	NHSFV Bereavement Group, Falkirk Community Hospital - EF, CMcN	Preparing Bereavement packs

<b>20</b>	<b>NHSFV/SERCO Ward B23 - JG</b>	<b>Patient Experience Survey and Serco Catering Survey</b>
24	<i>PPP Media and Communication Meeting - MM, MB, JMcG, SMcG</i>	<i>Discussion of website, contact with other groups, welcome boards, how to spread word of PPP News</i>
<b>24</b>	<b>NHSFV Cardiology Ward - CA</b>	<b>Patient Experience Surveys and feedback cards</b>
<b>24</b>	<b>NHSFV Falkirk Health &amp; Social Care Integration - EC, LC</b>	<b>Focus Group</b>
25	<i>PPP Recruitment Group Meeting - LC, HM, MB, MM, EC</i>	<i>Discussed plans and changes to TofR. Agree profiles and skill sets looked for in those applying. Helena to finalise TofR and send final update to SG for their meeting on 21 November 2016. Recruitment will again be discussed at this meeting.</i>
<b>25</b>	<b>NHSFV/SERCO Ward B23 - JG</b>	<b>Patient Experience Survey, Infection Control Survey, SERCO Catering Survey</b>
26	<i>Writing articles for PPP Newsletter - MB</i>	<i>Simulation Centre; European Anti-biotic awareness day 18 November.</i>
<b>27</b>	<b>NHSFV Bereavement Group, Falkirk CH - EF</b>	<b>Preparing Bereavement packs</b>
<b>31</b>	<b>NHSFV Bereavement Steering Group - HM, MB</b>	<b>Updates on national bereavement care; Person Centred Strategy</b>
<b>Sept/Oct</b>	<b>Collating Members' Diaries of Involvement for Sept/Oct and writing notes for PPP News - HM</b>	
		<b>October Hours</b>
		<b>January - October Hours</b>

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

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  
John Boyle - JB





<b>TIME (hrs)</b>
<b>1222</b>
<b>2</b>
<b>4</b>
<b>2</b>
<b>5</b>
<b>2.5</b>
<b>2.5</b>
<b>7.5</b>
<b>5.5</b>
<b>4.5</b>
<b>14.5</b>

<b>2.5</b>
<b>2.5</b>
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<b>2.5</b>
<b>4.5</b>



2.5
8.5
9.5
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122.5
1344.5
4
2
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2
2.75
3

<b>2.5</b>
<b>3.5</b>
<b>2</b>
<b>3</b>
<b>10</b>
<b>2</b>
<b>3.5</b>
<b>60</b>
<b>1</b>
<b>2.5</b>
<b>10</b>
<b>1</b>
<b>6</b>

<b>4</b>
<i>10</i>
<b>4</b>
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<i>10</i>
<b>3.5</b>
<i>1</i>
<b>2.5</b>
<b>5.5</b>
<b>6</b>
<b>173.5</b>
<b>1518</b>

