

## Dementia Friendly GP Practice Toolkit - Lincolnshire

**About the practice:** Vine House Surgery operates from a listed building in Grantham town centre in South Kesteven district and has just over 7,000 patients on its list.



### Action Plan for Vine House Surgery

**Date completed: 21/02/2018**

#### Long-term actions

Action	Responsibility	By when	Toolkit indicator	Comments
At least one person with dementia and/or a carer to become part of the PPG	Claire Nicholls (Care Coordinator) Mandy Peberdy (Practice Mgr)	18/07/18	2.2 The views of patients and carers are valued within the practice	
Dementia awareness training completed by all health care professionals	Claire Nicholls Dr D Baker	18/07/18	2.3 Staff at the practice receive appropriate dementia training	Training is being made available through LMC, CN will speak to Dr Baker about need/action

#### Short-term actions

Action	Responsibility	By when	Toolkit indicator	Comments
Add flag-up system alerts for specific patients when they check-in for appointments	Claire Nicholls	20/04/18	1.3 Computer systems assist the monitoring of people with dementia	CN is able to identify patients who may benefit from this.
PPG offered dementia friends session(s)	Mandy Peberdy	20/04/18	2.2 The views of patients and carers are valued within the practice	Will be mentioned as part of next meeting agenda.
Care Coordinator to attend DF	Claire Nicholls	15/05/18	2.3 Staff at the practice	JB to share details with

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Champion induction			receive appropriate dementia training	CN once confirmed.
Check and update safeguarding policies and procedures to ensure they contain dementia specific information	Claire Nicholls Mandy Peberdy	20/04/18	2.4 Practice committed to developing a dementia friendly culture	
Website to be updated to include dementia specific information	Claire Nicholls Mandy Peberdy	20/04/18	2.4 Practice committed to developing a dementia friendly culture	
Make Join Dementia Research leaflets available and promote to patients/carers	Claire Nicholls	20/04/18	2.4 Practice committed to developing a dementia friendly culture	JB to share leaflets with CN.
Share action plan with DAA and become a supporter	Jo Blackwell (Project Support Officer) Claire Nicholls	20/04/18	2.5 Practice is part of a dementia friendly community	JB will send this form and CN details to DAA secretary.
Share Herbert Protocol information with colleagues and advise form completion for those at risk	Claire Nicholls	20/04/18	3.2 Care plans are integral to overall care of patient	JB will send further details from Lincolnshire Police website to CN
Add sign stating name and location of practice to inside door	Claire Nicholls	20/04/18	4.1 Physical environment allows patient to navigate building independently	
Check all signage assist navigation through corridors and is easily understood including toilet access	Claire Nicholls	20/04/18	4.1 Physical environment allows patient to navigate building independently	Add picture to toilet door
Place hot and cold labels above taps ion patient areas	Claire Nicholls	20/04/18	4.2 Physical environment ensures patients' comfort	

Review meeting with walkthrough – 23/05/2018 at 9.30am