

## Dementia Friendly GP Practice toolkit - Lincolnshire

About the Practice: Ancaster and Caythorpe Medical Practice operates two surgery sites with a large purpose built building in the village of Ancaster and smaller surgery in the village on Caythorpe in South Kesteven district. It is a dispensing practice with a patient list of just over 9,000.



### Action Plan for Ancaster and Caythorpe Medical Practice

Date completed: 21/02/2018

#### Long-term actions

Action	Responsibility	By when	Toolkit indicator	Comments
Dementia awareness training completed by all health care professionals	Adrian Down (Managing Partner)	18/07/18	2.3 Staff at the practice receive appropriate dementia training	Training is being made available through LMC, CG will speak to AD about need/action

#### Short-term actions

Action	Responsibility	By when	Toolkit indicator	Comments
Offer dementia friends session(s) to PPG members	Hayley Chappell Jo Harby	20/04/18	2.2 The views of patients and carers are valued within the practice	
At least 1 member of staff to attend a Dementia Friends Champion induction	Hayley Chappell Jo Harby Claire Gasson (Care Coordinator)	15/05/18	2.3 Staff at practice receive appropriate dementia training	Jo Blackwell to notify when date is confirmed
Offer DF sessions to all staff	Jo Blackwell	15/05/18	2.3 Becoming a dementia	Possible date 02/05/18

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	Hayley Chappell Jo Harby Claire Gasson		friend is part of all staff inductions	
Website to be updated to include dementia specific information	Hayley Chappell Jo Harby	20/04/18	2.4 Practice committed to developing dementia friendly culture	
Make Join Dementia Research leaflets available and promote to patients/carers	Claire Gasson	20/04/18	2.4 Practice committed to developing a dementia friendly culture	JB to share leaflets with CG.
Share action plan with DAA and become a supporter	Jo Blackwell (Project Support Officer) Claire Gasson	20/04/18	2.5 Practice is part of a dementia friendly community	JB will send this form and CG details to DAA secretary.
Utilise SystmOne Dementia Family Support Service referral form	Claire Gasson	20/04/18	2.5 Practice is part of a dementia friendly community	
Make 'This is me' leaflet available to those who would benefit	Claire Gasson Jo Blackwell	20/04/18	3.2 Care plans are integral to overall care of patient	JB to send to CG
Share Herbert Protocol information with colleagues and advise form completion for those at risk	Claire Gasson	20/04/18	3.2 Care plans are integral to overall care of patient	JB will send further details from Lincolnshire Police website to CG
Provide post diagnosis information packs	Claire Gasson Jo Blackwell	20/04/18	3.3 Post-diagnosis support is a key component of follow-up care	JB to provide packs
Check all signage is clear, good size, at right height and in contrasting colours	Hayley Chappell Jo Harby	20/04/18	4.1 Physical environment allows patient to navigate building independently	
Place hot and cold labels above taps in patient areas	Hayley Chappell Jo Harby	20/04/18	4.2 Physical environment ensures patients' comfort	
Consider changes to toilets - sensor lights or contrasting switches, different colour toilet seats	Hayley Chappell Jo Harby Claire Gasson	20/04/18	4.2 Physical environment ensures patients' comfort	

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Review meeting and walkthrough 23/05/2018 at 12pm – Caythorpe Surgery