

## Action Plan for Swingbridge Surgery

Date completed: 2<sup>nd</sup> May 2018

Swingbridge Surgery is located in Grantham in the district of South Kesteven. It has a list size of over 6,000 patients.

### Long-term actions

Action	Responsibility	By when	Toolkit indicator	Comments
Consider patients who may be suitable and consider inviting to join	Julie Knight (JK) - Practice Manager Mandy Steele (MS) – Care Coordinator	27/07/2018	2.2 The views of patients and carers are valued within the Practice	
Diagnosis support and Diadem tool refresh to be made available	JB	27/07/2018	3.1 Patients are given a timely diagnosis	JB to liaise with CCG and EM Clinical Network

### Short-term actions

Action	Responsibility	By when	Toolkit indicator	Comments
Offer PPG members a Dementia friends session	JK	18/05/2018	2.2 The views of the patients and carers are valued within the practice	JK to email PPG
Make available outcomes from patient and carer consultations in reception area	JK	25/06/2018	2.2 The views of the patients and carers are valued within the practice	
PPG be offered opportunity to be involved in the walkthrough	JK	18/05/2018	2.2 The views of the patients and carers are valued within the practice	JK to email PPG
Consider staff member(s) and/or PPG member(s) attending Dementia Friends Champion induction to enable Dementia Friends to become part of staff inductions	JK	14/05/2018	2.2 The views of the patients and carers are valued within the practice	Induction is Sleaford on 14/05/2018 booking for all advertised courses is via <a href="http://www.dementiafriends.org.uk">www.dementiafriends.org.uk</a>
NHS England data on Practice diagnosis data to be shared with	JB	18/05/2018	2.4 The GP Practice is committed to developing a	

Practice			dementia friendly culture	
To include dementia specific information on the website	JK Jo Blackwell (JB) – Project Support Officer	18/05/2018	2.4 The GP Practice is committed to developing a dementia friendly culture	JB to send draft on possible information to JK
Patient involvement in dementia research is actively promoted	JB JK MS	02/05/2018	2.4 The GP Practice is committed to developing a dementia friendly culture	JB has provided leaflets and a poster for Join Dementia Research
Practice to join Dementia Action Alliance as a supporter	JB	24/05/2018	2.5 The GP Practice is part of a dementia friendly community	JB to share action plan with DAA secretary
'This is me' leaflet is available to patients	JB MS	02/05/2018	3.2 Care plans are integral to overall care of the patient	JB provided x 2 copies and showed details of link to access further copies
To be aware of the Herbert Protocol and have access to form where appropriate	JB MS	18/05/2018	3.2 Care plans are integral to overall care of the patient	JB explained and will forward on a copy of the form
Post diagnosis information packs are available to all those who may benefit	JB MS	02/05/2018	3.3 Post-diagnosis support is a key component of follow-up care	JB has provided these to MS previously
Internal sign stating name and location of practice as you enter e.g. above or below reception desk	JK	24/05/2018	4.1 The physical environment allows the patient to navigate the building independently	
Addition of pictures to aid navigational words e.g. toilets to be considered	JK	24/05/2018	4.1 The physical environment allows the patient to navigate the building independently	

Review meeting and walkthrough – 25/06/2018 10am