

Action Plan for New Springwells Practice

Date completed: 19th April 2018

New Springwells Practice is located in the village of Billingborough in the district of South Kesteven. It is a dispensing practice and has a list size of over 6,000 patients.

Long-term actions

Action	Responsibility	By when	Toolkit indicator	Comments
Consider having a carer or person with dementia as part of the PPG	Practice Manager/ Chris Borrill – Care Coordinator (CB)	14/07/2018	2.2 The views of patients and carers are valued within the Practice	CB/Jayne Farrell (JF) to liaise with Christine Schofield (PM)
Check if safeguarding policies and procedures contain dementia specific information and consider adding if not	Practice Manager/ Chris Borrill – Care Coordinator (CB)	14/07/2018	2.4 The GP Practice is committed to developing a dementia friendly culture	CB/JF to liaise with Christine Schofield (PM)

Short-term actions

Action	Responsibility	By when	Toolkit indicator	Comments
Staff to be offered a dementia friends session	Practice Manager	19/04/2018	N/A	Action completed at visit on 19/04/2018 with 8 people present
Consider if PPG to be offered dementia friends sessions	Practice Manager	14/06/2018	2.2 The views of patients and carers are valued within the Practice	CB/JF to liaise with Christine Schofield (PM)
Consider if PPG to be involved in the walkthrough exercise	Practice Manager	14/06/2018	2.2 The views of patients and carers are valued within the Practice	CB/JF to liaise with Christine Schofield (PM)
Consider at least 1 member of staff attending a Dementia Friends Champion induction	CB	14/05/2018	2.3 Staff at the Practice receive appropriate dementia training	Induction running in Sleaford on 14/05/2018 booking is via dementiafriends.org.uk
Add dementia specific information	JF		2.4 The GP Practice is	Jo Blackwell (JB) to

to the website			committed to developing a dementia friendly culture	provide draft of information Practice may like to use
Join Dementia Research poster to be displayed and leaflets made available to patients	CB/JF	14/06/2018	2.4 The GP Practice is committed to developing a dementia friendly culture	JB has provided a poster and leaflets
Practice to join the SW Dementia Action Alliance as a supporter	JB	09/05/2018	2.5 The GP Practice is part of a dementia friendly community	JB to submit action plan to DAA once agreed by Practice
Diadem tool is being used and diagnosis can be made in practice	CB	19/04/2018	3.1 Patients are given a timely diagnosis	Tool use and diagnosis was also discussed with Dr Parry at this visit
Referrals are made to Memory Team as appropriate with correct read code placed on system (X _{AJUA}) (declined is X _{AA9T})	CB/JF	14/06/2018	3.1 Patients are given a timely diagnosis	JB to check regarding read codes and whether this is what is used to draw data from
Dementia and delirium to be included on agenda of next clinical meeting and to consider dementia being a standing item	CB	14/06/2018	3.1 Patients are given a timely diagnosis	
Care Coordinator has Dementia Family Support Service details and can make referrals to the team	CB	19/04/2018	3.3 Post-diagnosis support is a key component of follow-up care	Have form on SystemOne and also make paper-based referrals
Dementia support information to be checked on display boards and updated as appropriate	CB/JF	14/06/2018	3.3 Post-diagnosis support is a key component of follow-up care	
Consider having contrasting coloured square around toilet light switch	Practice Manager		4.1 The physical environment allows patients to navigate the building independently 4.2 The physical environment ensures patients' comfort	CB/JF to liaise with Christine Schofield

Review meeting and walkthrough – 14/06/2018 at 1.30pm