

Action Plan 2017: The Hollies Patient Forum

<i>Objective</i>	<i>HPF Members responsible</i>	<i>Key Tasks</i>	<i>Date achieved</i>	<i>Outcome</i>
Produce a leaflet for patients outlining the role of the HPF.	John Vear	Finalize a folding leaflet to locate in wall racks in waiting areas at the Hollies.		Raise greater awareness amongst Hollies patients of the existence and role of the HPF.
Look into the possible merging of the Virtual Patient Reference Group with the HPF.	Mike Loughlin John Vear Angela Taylor Ernest Shoobridge Judy Bizley	Identify via Nicola existing virtual group members who wish to be more actively involved in the work of the HPF.		Greater involvement of virtual group members via e-mail in HPF discussions before and after HPF meetings.
Promote 3 national health awareness events: Alcohol Awareness Month ; (April) Mental Health Week; (8-14 th May) Diabetes Week; (11 th – 17 th June)	Mike Loughlin Patrick Harding Angela Taylor	Mike to locate promotional material via national websites & pass to Nicola to print off. Displays only without a presence at the Hollies by HPF members. Promote on HPF notice board & Hollies website.		Raise awareness amongst Hollies patients. Provide information on where help is available.
Meet up with members of other PPGs	Mike Loughlin	Identify lead persons from other PPGs in the area Neighbourhood scheme.		Share ideas amongst other patient groups in the area.
Take part in the Neighbourhood scheme for GP practices	Mike Loughlin	Mike to attend Neighbourhood GP practice meetings.		Provide a patient perspective at meetings of 5 GP practices in the area.

Objective	HPF Members responsible	Key Tasks	Date achieved	Outcome
Continue to promote membership of the HPF and virtual PRG.		Promote the desire of the HPF to recruit more members via the HPF notice board and HPF section of the Hollies website. Recruit more patients to join the Virtual Reference Group.		Recruitment of patient members of varying age, gender, ethnicity and disability. This will ensure that a wide range of ideas, interests and concerns are represented in the considerations and activities of the HPF.
Continue to monitor HPF Notice board <ul style="list-style-type: none"> • Materials • Usage 	John Vear Pam Coates	Check the HPF notice board periodically to ensure that the content is up to date and relevant. Suggest new additions to the board.		The HPF can advertise its role, ask for more members, advertise Special Health Focus Weeks, and invite opinions of the wider patients.
Produce HPF newsletter bi-annually	Circulate responsibility: (Spring 2017 edition, Patrick Harding)	Nicola will e-mail out the HPF newsletter each spring and autumn.		Sent out to those patients who have requested an electronic copy of the Hollies Newsletter.
Monitor HPF section of the Hollies website. Comment on website generally.	Judy Bizley (Lead) Mike Loughlin	Judy and Mike will check the website periodically and send comments to Nicola.		Comment on the website generally from a patient's perspective, including ease of use.

March 2017 ML/ES