

Annex D: Standard Reporting Template

[Name] Area Team

2014/15 Patient Participation Enhanced Service – Reporting Template

Practice Name: Abridge surgery

Practice Code: F81184

Signed on behalf of practice: M hall

Date:30/03/2015

Signed on behalf of PPG:

Date:

1. Prerequisite of Enhanced Service – Develop/Maintain a Patient Participation Group (PPG)

Does the Practice have a PPG? YES

Method of engagement with PPG: Face to face and by email

Number of members of PPG:11

Detail the gender mix of practice population and PPG:

%	Male	Female
Practice	49.5	50.5
PRG	45.0	55.0

Detail of age mix of practice population and PPG:

%	<16	17-24	25-34	35-44	45-54	55-64	65-74	> 75
Practice	17	8.5	10	11.5	15.5	14.5	13	10
PRG	0	0	9	9	9	9	18	46

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Detail the ethnic background of your practice population and PRG:

	White				Mixed/ multiple ethnic groups			
	British	Irish	Gypsy or Irish traveller	Other white	White &black Caribbean	White &black African	White &Asian	Other mixed
Practice	90	0	0	9	0	0	1	0
PRG								

	Asian/Asian British					Black/African/Caribbean/Black British			Other	
	Indian	Pakistani	Bangladeshi	Chinese	Other Asian	African	Caribbean	Other Black	Arab	Any other
Practice	.5	0	.2	.1	.1	0	0	0	0	0
PRG										

Describe steps taken to ensure that the PPG is representative of the practice population in terms of gender, age and ethnic background and other members of the practice population:

We have put posters in reception and notice on our website asking for patient to take part and also the girls on reception have been handing out forms to all of our patients.

Are there any specific characteristics of your practice population which means that other groups should be included in the PPG?
e.g. a large student population, significant number of jobseekers, large numbers of nursing homes, or a LGBT community? YES/NO

If you have answered yes, please outline measures taken to include those specific groups and whether those measures were successful:

No.

At Abridge, we have no care homes, no universities and no traveller sites.

As you can see by the figures we are 90% white British with a large number of older patients.

2. Review of patient feedback

Outline the sources of feedback that were reviewed during the year:

Our PPG only started in March as we have only just set it up, but already more patients are asking to join.
The first meeting went very well.

How frequently were these reviewed with the PRG?

N/A

3. Action plan priority areas and implementation

Priority area 1
Description of priority area: As we only held our first meeting on the 5 th March the action plan is moving forward with the Chairperson to discuss and implement at the next meeting.
What actions were taken to address the priority?
Result of actions and impact on patients and carers (including how publicised):

Priority area 2

Description of priority area:

What actions were taken to address the priority?

Result of actions and impact on patients and carers (including how publicised):

Priority area 3

Description of priority area:

What actions were taken to address the priority?

Result of actions and impact on patients and carers (including how publicised):

Progress on previous years

If you have participated in this scheme for more than one year, outline progress made on issues raised in the previous year(s):

4. PPG Sign Off

Report signed off by PPG: YES/NO

Date of sign off:

How has the practice engaged with the PPG:

How has the practice made efforts to engage with seldom heard groups in the practice population?

Has the practice received patient and carer feedback from a variety of sources?

Was the PPG involved in the agreement of priority areas and the resulting action plan?

How has the service offered to patients and carers improved as a result of the implementation of the action plan?

Do you have any other comments about the PPG or practice in relation to this area of work?