



Engagement Planning Form

1. Project Title: Development of Practice Based Health Champions

2. Project Lead: Mark Fuller - Clinical Lead Public Health **Contact details: 0113 8435503**
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3. Complete Equality Impact Assessment

4. A description of the project

- a.** Describe the consultation (what are we changing and why?)
We are planning to develop patient volunteer groups to better support patients in managing their health problems.
- b.** What is the level of service change?
Level 2 ?
- c.** Outline the key objectives
Empower patients to feel more confident about managing their health problems
To improve health outcomes by providing improved information, support and education
For volunteers to feel more confident and learn new skills through their input into the scheme
To encourage proactive healthcare in the community
- d.** Outline expected outcomes
Reduce dependency on primary care
Reduce hospital admissions
Provide patients with a better understanding of health issues
To make it easier for patients to access services that they need
To build supportive patient groups in the community
- e.** To what extent will patient involvement affect the outcome?
Patient engagement is key to the success of this project. How the scheme will be delivered will be informed by patients.
- f.** How does the project link in with LWCCG organisational plans/strategies/aims
Support more people to choose healthy lifestyles
Supports people to live healthier longer lives
Improve quality of peoples lives
- g.** Which other departments do we need to work with?
Leeds city council to provide centres for the groups to work from and to connect the services that exist already. Work with third sector organisation to make it simpler for patients to understand what services are available

5. Pre-consultation information

- a.** Have we done something similar before?
Robin Lane Health and Wellbeing centre in Pudsey is a successful similar scheme

b. How can we avoid duplicating work?

The objective is to connect this healthcare model with other healthcare services that exist already

c. What learning can we use from previous events?

Similar schemes ran in north and south CCG without a base to work from and as a result were not successful

6. What timescales are you working to?

(include planning implementation, evaluation and feedback)

Business Case to CCE in November, tender process late November/December.

Planning phase December 2013, for implementation of pilot January 2014.

7. Engaging with our stakeholders

(consider using a stakeholder mapping tool)

a. Who is the change going to effect and how?

The healthcare needs of patients, and improve the efficiency of general practice which will make it easier to make an appointment

b. What methods will we use to recruit?

The successful organisation will manage the recruitment of practice champions and train and provide ongoing support to the volunteers. Referrals into the groups will come from in-practice advertising, direct referral from GP's (i.e handing out leaflets), third sector advertising

c. What will we do to engage previously under represented groups?

Make it easier to access healthcare information via less formal means, e.g from peers. Successful organisation to evidence ability to recruit patient champions from minority groups

d. What methods will we use to engage how will this change for different groups?

We will use practice based reference groups to direct the type of local service needs

e. What local knowledge can support recruitment and engagement?

We will use the knowledge within practice based reference groups and the PAG

8. What resources do you need?

a. Who is on your project team?

Mark Fuller, GP – GP Lead for public health, Sue Wilkinson, Development Manager, Fiona Day public health consultant, Tim Taylor development manager at LCC, Simon Stockill, joint medical director, Sharon Clayton, practice development administrator, Chris Bridle, engagement lead, finance and contracting support

b. What other staffing do you need?

c. What other resources do you need (equipment, venues etc)?

Planning and support to provide good engagement

Business Case to access funding to set up the scheme

9. What are your consultation/engagement questions?

a. How will you pilot the questions to ensure they are suitable?

This will be done with support from Chris as engagement lead and through PAG and the practice based reference group

b. How will you demonstrate that you have consulted with a representative sample?

As above

c. How will you ensure anonymity with your results

Use the information management strategy

d. How will participants evaluate the event?

Regular patient feedback will be built into the project

10. Results

a. Who will collate the results?

Successful tendering organisation

b. Who will analyse the results?

As above

c. Who will write the report?

As above

d. How will you use the feedback – what will you do differently?

Proactively to improve the service

11. Feedback and evaluation

a. How and when will you feedback to your participants?

All patients and stakeholders involved in the service will receive a copy of the feedback report. This will be shared with Leeds West CCG group and the PAG group

b. What will you feedback?

The results

c. How will you use the evaluation to improve future events?

We will use the feedback results to direct future service improvements

d. Will there be ongoing feedback or a follow-up event?

Regular reports will be provided, including an end of project report

e. Have you filled in the PPI events Record log

Ongoing