

## Health Promotion Plan 2001 – 2002

### Organisational changes

	Outcome	Action Required	Help available	Date to be completed by	Person/s responsible for action	Completed
Practice Staff <i>(Key words: coordination, communication)</i>	Health Promotion activities coordinated at practice level  All staff aware of their role/s in the Health Promotion Plan  All staff regularly aware of present and planned Health Promotion activities for the practice	<i>Appoint a Health Promotion Coordinator (or Practice Prevention Coordinator)</i>  Review job descriptions of all staff to include health promotion tasks  Discuss Health Promotion plans at practice meetings. Develop a system to ensure health promotion plans are included on agendas.	RACGP: Greenbook p10			
Practice Setting  <i>(Key words: Noticeboards, education materials, health promotion flyers, magazines,</i>	Health Promotion material available for patients in the waiting room  Health promotion material regularly updated (monthly)  Displays will feature health promotion "Action Areas" and are changed at regular intervals (monthly)	Health Promotion Coordinator to review Health Promotion material presented in the waiting room  Discuss options for displays in the waiting room at the Practice staff meetings and implement  Include the task of regularly updating health promotion materials in one staff member's job description	RACGP: Greenbook pp 14-16			
Management Systems  <i>(Key words: systematic and organised approach, centralisation of tasks)</i>  Health Summary Sheets   Practice Registers   Reminders	Individual Health Summary Sheets are used by all GPs to summarise preventive needs and activities for each patient  Patient files organised into Registers for Men (Annual Men's Health check) (Biannual Men's Health check) Women Health Check (Smears)  Reminders sent for Men's Health Check Women's Health Check Individual specific health concerns	Individual Health Summary Sheets designed and uploaded into medical software  Health Promotion Coordinator to create appropriate registers  Health Promotion Coordinator uses registers to send reminder letters	RACGP: Greenbook pp19-21  training available at NEVDGP, if necessary  RACGP: Greenbook pp21-25 training available at NEVDGP, if necessary			
Review system	The practice's health promotion plan is appropriately implemented and regularly revised to redress the practice's health promotion needs.	The practice's health promotion plan is periodically reviewed and revised  The Practice Manager coordinates with GPs to meet and review the progress of the plan				

**PLEASE NOTE: This is just a template. Individual plans should be discussed and agreed to within each practice to ensure each Managing GP's views are represented.  
Designed by Darlene Henning**

## Action Area 1 – Men’s Health

	Outcome	Action required	Help available	Date to be completed by	Person/s responsible for action	Completed
<b>Practice Level</b>						
Practice Staff	Men’s Health issues regularly discussed at Practice meetings	GPs and Health Promotion Coordinator to raise Men’s Health issues at Practice meeting  Health Promotion Coordinator to ensure all staff aware of their responsibilities for the Men’s Health Promotion activities planned at practice meetings				
Practice Setting	Information on men’s health presented in waiting room  Educative information on Men’s Health available in waiting room	Health Promotion Coordinator to review material presented/available in the waiting room to do with men’s health (monthly)	“Men’s Health” flyer in Resource Kit can be customised and available in waiting room (appendix A)			
Management Systems						
Practice Registers	Two registers for male patients 30-49years - biannual check 50+ - annual check	Health Promotion Coordinator to organise Register and send reminders when appropriate <sup>1</sup> . Check register and send reminders monthly.	RACGP: Greenbook pp21-25 training available at NEVDGP, if necessary			
Reminders	Reminders sent for an annual or biannual Men’s Health Check					
<b>Consultation level</b>						
Male Outreach	GPs make a concerted effort to encourage males into the practice for preventive health care	GPs ask female patients about their partner’s/son’s health and provide them with information on the Men’s Health Check  GPs discuss the Men’s Health Check with male patients presenting for acute care (where appropriate) and strongly encourage them to make an appointment for it, before leaving - provide reminders eg., specimen jar, men’s health education material/flyer etc	A customised version of the “Men’s Health” flyer in Resource kit Appendix A may be useful  Resource kit pp8-9			

<sup>1</sup> A staged process of recall should be started for the patients already on the database.

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## Action Area 2 –

	Outcome	Action required	Help available	Date to be completed by	Person/s responsible for action	Completed
<b>Practice Level</b>						
Practice Staff						
Practice Setting						
Management Systems Practice Registers Reminders						
<b>Consultation level</b>						
Raising the issue/identification						
Intervention Intervention Plan Patient Education Community Referrals						
Follow-up						

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# Action Tool

## Organisational changes

	Outcome	Action Required	Help available	ACTION LIST	✓
Practice Staff  <i>(Key words: coordination, communication)</i>	Health Promotion activities coordinated at practice level	<i>Appoint a Health Promotion Coordinator (or Practice Prevention Coordinator)</i>	RACGP: Greenbook p10	1	
				2	
				3	
				4	
				5	
				6	
				7	
				8	
	All staff aware of their role/s in the Health Promotion Plan	Review job descriptions of all staff to include health promotion tasks	RACGP: Greenbook p10	1	
				2	
				3	
				4	
				5	
				6	
				7	
				8	
	All staff regularly aware of present and planned Health Promotion activities for the practice	Discuss Health Promotion plans at practice meetings. Develop a system to ensure health promotion plans are included on agendas.		1	
				2	
				3	
				4	
				5	
				6	
				7	

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