xx PCN Proactive Care Introductory Meeting

Chair: [suggest PCN Clinical Director chairs meeting]

Suggested meeting aims:

Share the frameworks with key PCN stakeholders to gain buy-in to implement the frameworks and to identify next steps in implementing the frameworks

Meeting agenda and facilitation guide:

Item	Suggested item lead	Facilitation guidance	Timing
Welcome and introductions	PCN Clinical Director	• Ask all attendees to share what they're hoping to gain from meeting when they introduce themselves	10 mins
PCN priorities	Proactive Care Frameworks champion	• Champion to share why they are interested in implementing frameworks and how they think it will support PCN priorities • Prompt other key stakeholders to share priorities and existing work related to long-term conditions, personalisation, remote monitoring and/or workforce ○ *Note:* prepare key stakeholders ahead of meeting, asking them to share these priorities and discuss how they link in with the Proactive Care Frameworks	15 mins
Overview of Proactive Care Frameworks	Proactive Care Frameworks champion / ICS / AHSN partner	• Your local AHSN may be able to attend these meetings and speak to this agenda item • Focus this on a high level overview that shares the key principles of the frameworks and use one condition to exemplify how it works in practice. ○ *Note:* in preparatory meetings with stakeholders, find out what conditions may be a priority and select this as the condition to focus	10 mins

		on. Also review the UCLP resources on the website to become familiar with resources that can support implementation • Discuss the multi-morbidity approach and refer to the relevant resources • It is important to highlight that these are truly *frameworks* which can and should be adapted to fit the local context	

Discussion	Proactive Care Frameworks champion	• Open a discussion to seek thoughts from the groups about their interest in implementing the frameworks.
		• Key questions:
		  o How can the frameworks support delivery of existing work?
		  o What conditions should be a priority?
		  o What are the enablers and barriers to doing this work?
		  o What support may we need to implement this?
		  o How can staff be shared across the PCN?
			20 mins

Next steps	PCN Clinical Director	• Key next steps may be:
		  o A further meeting to continue the discussion
		  o A meeting with other key stakeholders who are key partners to deliver the work. You may need to seek support from the PCN board
		  o Identifying a smaller project group to develop a plan
			5 mins