

DR CAMPBELL AND PARTNERS MEDICAL PRACTICE, TARPORLEY
PATIENT PARTICIPATION GROUP
TERMS OF REFERENCE

1 INTRODUCTION

General Practices have a responsibility to involve patients in relevant issues relating to the practice and to respond appropriately to patients' views and experiences. GP practices also have a legal duty to engage with their patients in order to make commissioning decisions that reflect the needs, priorities and aspirations of the local population.

The key roles of the Patient Participation Group (PPG) are to bring together patients, doctors, practice staff and local commissioners to promote the wellbeing of patients and to support the practice to provide a high quality of care and service delivery.

The PPG will promote health in the community served by Dr Campbell & Partners' practice by fostering the highest possible standard of primary care through the medium of patient participation.

2 ROLE AND REMIT

The PPG will help the practice to communicate and build positive relationships with its patient population. The core objectives of the PPG will be to:

- Facilitate and enable dialogue between patients and the practice and promote patient involvement in the practice.
- Provide a framework for the input of information relating to health commissioning priorities (Members are entitled and encouraged to attend the PPG Federation meetings to work with other PPGs for this purpose). Represent the patient voice beyond the practice where appropriate and possible.
- Collect feedback from the patient community about current health service provision and suggestions concerning gaps and how services could be improved. The patients' views will be sought in the form of a survey and the results will be collated to produce the Annual Action Plan.
- Ensure the needs and interests of all patient groups are taken into consideration.
- Ensure patients' needs are considered in the development of the practice systems, eg appointment systems and telephone systems, providing information about and promoting understanding of such systems amongst patients.
- Support the practice to achieve its health promotion aims.
- Review and where appropriate provide advice and recommendations on the practice's annual patient survey.
- Network with appropriate groups to share experience and influence services.

3 MEMBERSHIP

The membership of the PPG will be open and free to all patients of the practice.

The PPG Committee will consist of up to 12 people and will endeavour to be representative of the patients of the practice. Patients' input must be sought and valued regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Additional interested persons can be approached from time to time to assist with specific roles – eg patient survey work.

4 MEETINGS

The PPG will meet monthly; every three months the PPG will meet with practice representatives. Additional meetings including those open to all patients will be held as necessary.

5 MANAGEMENT OF MEETINGS

The PPG will appoint three officers: The Chairman, Vice Chairman and Secretary. The PPG will be chaired by an elected member of the Group. Initially, any finances held or needed by the PPG will be managed by the Practice Manager.

The practice will be represented by Dr Campbell or his representative, the Practice Manager and other staff as nominated from time to time by the practice. Practice members are not eligible to vote. The Committee will meet on a regular basis with five members constituting a quorum. The PPG will aim wherever possible to reach decision by consensus. When other people (not the 12 members) are asked to attend from time to time, they will not be eligible to vote.

Dates and times of meetings will be published in the practice waiting rooms and the practice website.

Meetings will be minuted and these will also be published.

6 DISSOLUTION

If on winding up or dissolution of the PPG there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be transferred to the benefit of the patients.

7 ALTERATION TO THE TERMS OF REFERENCE

These Terms of Reference will be reviewed annually and may be altered by a resolution passed at an Annual Meeting or a Special Meeting of which proper notice will have been given to all Committee members, by a two-thirds majority of the members present and voting.

Agreed by the PPG on 25th November 2014