

NEW HALL SURGERY PATIENT PARTICIPATION GROUP TERMS OF REFERENCE

Title of the Group

The group shall be called the New Hall Surgery Patient Participation Group (PPG).

Aims of the Group

The aims of the Group are to promote co-operation between the practice and its patients, and contribute to the continuous improvement of services.

Membership of the Group

Membership of the Group is limited to patients permanently registered at the practice.

- The Group will, as far as possible, be a representative mix of the practice population. The PPG will be supplemented by a Virtual Patient Group
- Membership of the Group will be limited to 20 patient members at any time. If the number of patient representatives falls below 15, additional members will be sought.
- The practice reserves the right to decline the proposed membership or remove the membership of any individual. Reasons will be given.

Activities of the Group

This PPG will:

- Work with the practice on service development and provision.
- Contribute to, and be kept informed of, practice decisions.
- Represent the views of the patient body and move towards providing feedback on their needs and concerns.
- Contribute to the design of and participate in the review of the practice patient survey.
- Membership will be reviewed on an annual basis.

Meetings

- Venue is to be the Health Promotion room at New Hall Surgery.
- There must be a minimum quorum of 5 Group members to render a meeting valid.
- The Group will endeavour to meet no fewer than four times a year, although initial meetings will be more frequent.
- A member of practice staff will attend every meeting.

Organisation of the Group

- The Group will be chaired by a member of the practice and supported by the practice staff. Practice staff may be invited to attend where appropriate
- Administrative support to the Group will be provided by the practice.

Reporting

Minutes will be circulated to group members after each meeting and made available in reception and published on the PPG web page once approved by the Chair.