

BARING ROAD MEDICAL CENTRE

"A Centre of Quality Care Providing Local Services for Local People"

Terms of reference for the Patient Participation Group

1. Title of the Group

The Group shall be called "The Patient Participation Group" (PPG) at the Baring Road Medical Centre and shall be affiliated to the National Association for Patient Participation.

2. Aims of the Group

The aims of the Group are to promote co-operation between the Practice and Patients to ensure the smooth running of the practice and continued improvement in the health of the patients.

3. Membership of the Group

Membership of the Group shall be open and free to all registered Patients and staff of the Practice.

4. Group Action

4.1 The Group will be kept informed of the Practice policies relating to the NHS to which it belongs. It may express opinions on these policies on behalf of the patients.

4.2 The Group will consult with the Practice on service development and provision and assist in the assessment of community medical needs.

4.3 The Group will contribute to, and be kept informed of, Practice decisions.

4.4 The Group will advise the Practice on the education needs of the community by encouraging and supporting activities within the Practice to promote preventive medicine and healthy lifestyle choices.

4.5 The Group will produce a Newsletter twice a year informing Patients of the work of the Practice and activities of the Group. The Newsletter will be distributed for PPG group members by email, and through the post where necessary, and will be made available in the Practice waiting room and on the PPG web page.

4.6 The Group will seek to ensure that Patient information and advice are readily available and clearly presented.

4.7 The Group will represent patients at the Practice in seeking to influence local provision of health and social care.

4.8 The Group will provide feedback on patients' needs, concerns and interests and address the practice constructively whenever necessary with solutions.

4.9 The Group will not provide un-constructive feedback without solutions.

4.10 The Group members will not discuss individual or family health issues in the meetings except in general terms.

5. Meetings of the Group

5.1 The Group will endeavour to meet every 6 weeks, and will, in addition, normally hold an Annual General Meeting in January each year. Meetings will last a maximum 1 & a half hours with the Practice, however group members are free to carry on amongst themselves where required

5.2 Notices of meetings, reports on meetings and information about the PPG's activities but not the meeting minutes will be displayed on PPG website page

5.3 Dates of future meetings will be displayed in the waiting room poster board and PPG website page.

6. Organisation of the Group

6.1 The Group's activities will be organised by a group of volunteers and invited members.

6.2 The Group will elect a Chair, Deputy Chair and Minute Taker at the AGM.