

Dr Harbidge & Partners Kidsgrove Medical Centre

TERMS OF REFERENCE TO THE PATIENT PARTICIPATION GROUP

1. Title of the Group

The Group shall be called THE PATIENT PARTICIPATION GROUP (PPG) of KIDSGROVE MEDICAL PRACTICE (DR HARBIDGE & PARTNERS) and shall be affiliated to the National Association for Patient Participation.

2. Aims of the Group

The aims of the Association are to promote co-operation between the Practice and Patients to the benefit of both.

3. Membership of the Group

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

4. Activities of the Group

4.1 The Group will be kept informed of the Practice policies relating to the CCG 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 preventative medicine and healthy lifestyle choices.

4.5 The Group may produce Newsletters informing Patients of the work of the Practice and activities of the Group. The Newsletter will be made available in the surgery and on the PPG web page, the Practice Facebook site and Practice 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 the health and social care.

5. Meetings of the Group

5.1 The Group will endeavour to meet no fewer than four times a year and will in addition normally hold an Annual General Meeting each year.

5.2 Notices of meetings, reports on meeting and information about the PPG's activities will be displayed on the PPG notice boards, in surgery waiting rooms and on the Group's web page and members will be notified by email alerts and through the post where necessary.

6. Organisation of the Group

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

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6.2 The Committee will be composed of a Chair, Deputy Chair, Secretary, at least one member of the Practice Staff and between at least four and six other members, to be agreed at the AGM.

6.3 The quorum for meetings of the Committee shall be 5 of all elected members of whom 1 must be an officer.