

# St. MARTIN'S GATE SURGERY PATIENT'S PARTICIPATION GROUP

## TERMS OF REFERENCE

### 1. Title of the Group

The Group shall be called the PATIENT PARTICIPATION GROUP (PPG) of the St. Martin's Gate Surgery, Worcester (*and shall be affiliated to the National Association for Patient Participation*).\*\*\*

### 2. Aims of the Group

To strengthen the relationship between the Practice and its patients to the benefit of both and to help the Practice be responsive to the needs of their patients in continuing to improve its provision of healthcare.

### 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 NHS Initiatives and 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 patient and 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 seek to ensure that Patient information and advice are readily available and clearly presented.
- 4.6 The Group will represent all patients of the Practice in seeking to influence the local provision of health and social care.
- 4.7 The Group will liaise with other PPGs to benefit from their experiences and knowledge.

### 5. Meetings of the Group

- 5.1 The Group will endeavour to meet no fewer than four times a year and will normally hold an Annual General Meeting in March each year.
- 5.2 Notices of meetings, reports on meetings and information about the PPG's activities will be displayed on the Practice's notice boards, in surgery waiting rooms and on the Group's web page, members will be notified by email alerts and through the post when necessary.

### 6. Organisation of the Group

- 6.1 The Group's activities will be organised by a Committee of volunteers and invited members who shall sign a PPG Confidentiality Agreement and observe the Data Protection Act.
- 6.2 The Committee will be composed of a Chair, Deputy Chair, a Representative of the Practice and Patients. Other members will be co-opted as required.
- 6.3 At least 21 days notice shall be given of all Meetings and a Quorum shall consist of at least:-
  - An Officer of the Committee
  - A representative of the Practice
  - Four Patient Members
- 6.4 Administrative assistance will be provided by staff at the Practice.

17 June 2014