

The Terms of Reference of Stoke Road Surgery Patients Participation Group

1) Title of the Group.

Shall be as above (PPG), 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 shall be by a personal profile application from any registered patient to the chairman, and will be subject to successful approval. Surgery staff members shall be by internal appointment.

4) Activities of the Group

4.1 The Group will be kept informed of the Practice policies relating to the PCT/Funding Body 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 educational needs of the community by encouraging and supporting activities within the Practice to promote preventative medicine and healthy lifestyle choices.

4.5 The Group, in co-operation with the Practice, will produce a Newsletter three times a year informing patients of the work of the Practice and activities of the Group. The Newsletter will be distributed by email, and through the post where necessary, and will be made available in the surgery 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. It will provide feedback on patients needs, concerns and interests, and challenge the Practice constructively when necessary.

4.8 The Group shall serve as a 'safety valve' for dealing with grumbles and complaints about the Practice, representing patients, but also helping them to understand the Practice's viewpoint.

4.9 The Group shall fundraise for medical equipment or other facilities to help improve the Practice and/or fund the activities of the PPG.

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 in February each year.

5.2 Notices of meetings, reports on meetings and information about PPG activity will be displayed on the Group's web page, and members will be notified by email or letter as is necessary.

6. Organisation of the Group

6.1 The Group's activities will be organised by a Committee, or a delegated Sub-Committee, consisting of appointed volunteers, and appointed surgery personnel.

6.2 The Committee will be composed of a Chair, Vice Chair, Secretary(s) and Treasurer, and approximately six members. Other members may be co-opted to skill - balance the Group.

6.3 Some complementary administrative assistance may be provided by the Practice.