



## PATIENT PARTICIPATION GROUP

### TERMS OF REFERENCE

#### **Aims**

- Provide a forum for patients where they will have the opportunity to collaborate with and support the practice, and provide a patient perspective to the practice.
- To seek the views of as many of the practice patients as possible through virtual involvement and meetings.

#### **Objectives**

- Provide a link between the practice and the wider registered patient population's view by engaging and representing a virtual PPG.
- Reviewing patients feedback as part of the practice patient surveys.
- Provide a link for the practice to the wider community representative groups e.g. Health Watch.
- Give input to practice communications to patients e.g. practice newsletters, information leaflets etc.
- Provide a sounding board and input for practice changes.
- Support the practice in its dealings with other bodies.
- Review these terms of reference annually.

#### **Membership**

- The membership will consist of seven patients who will be called the committee.
- A wider virtual group will also be formed for patients wishing to be part of the membership but who are limited in the time they have available to attending meetings.
- All members will be patients at the Wollaton Park Medical Centre.  
Chair and Vice Chair are have been appointed. A Secretary to support the group will be offered by the practice but will have no voting rights.
- A quorum will exist when there are four or more members of the committee present.
- Other interested patients or members of staff may be co-opted on to the committee when their input is considered of particular value.
- The tenure of the committee members will be for two years from the 1<sup>st</sup> January 2014.
- The tenure of the virtual members will be for three years from the 1<sup>st</sup> January 2014.
- These timescales for both committee members and virtual members may be extended with agreement of two thirds of the members respective groups.
- On joining members need to sign a confidentiality form and agreement for their email address to be shared with the rest of the committee and virtual members.

- If a member becomes disruptive or uncooperative within the group, they may be asked to resign by the Chair of the committee.

### **Meeting Frequency**

- The Committee Members will meet quarterly.
- The Virtual Members will be contacted by email as necessary when their feedback is required.

### **Minutes**

- Meetings will have an agenda and minutes.
- Minutes of committee meetings will be emailed to the virtual members and put on the practice website.