

The Spa Medical Practice Patient Participation Group

2017 Terms of Reference

1. Title

The Group shall be known as The Spa Medical Practice Patient Participation Group and will be affiliated to NAPP (National Association for Patient Participation)

2. Purpose of the Group

To promote and improve communication, co-operation and support between the Practice and its patients to the benefit of both.

3. Membership of the Group

- 3.1 Members of the Patient Participation Group must be registered with the Practice.
- 3.2 If unable to attend meeting members are expected to send apologies to the Secretary.
- 3.3. If three meetings are missed without explanation it will be assumed the member has decided to resign the group.
- 3.3 If a member leaves the Practice they cannot remain a member of the PPG. .
- 3.4 Members are free to resign at any time and membership may be terminated at the Practice's request.

4. The Groups Charter

- 4.1 The group will review its Terms of Reference at least once per annum and changes will be made at the group's annual general meeting (AGM) in January.
- 4.2. The Group will agree and elect a Chair and a Secretary at the AGM.
- 4.3. The group will meet once a month on a regular basis at a time and date agreed by members.
- 4.4. The Group's activities will be agreed by members, the Chair and Secretary will take lead roles in organising these but members are expected to fully support and share any tasks for these activities.
- 4.5. All members are equally important and all views and opinions will be both heard and respected
- 4.6 Discussions in the meetings are in confidence is not to be repeated outside the Group.

- 4.7. The Practice will post minutes of PPG meetings on the website.
- 4.8. The surgery will endeavour to have a Partner present at each meeting.

5. Responsibilities of the Chair.

- 5.1 The Chair will be responsible for signing off the Agenda and Minutes.
- 5.2 The Chair is responsible for controlling the meeting.
- 5.3. The Chair will provide an Annual Report for the AGM

6. Responsibilities of the Secretary

- 6.1 The Secretary is responsible for the recording and circulation of the minutes of each meeting.
- 6.2 The Secretary should liaise with the Chairperson re the agreeing and signing off of the agenda and minutes before circulating.
- 6.3 The Secretary is responsible for administration of the group, and forwarding of information received from outside health organisations.
- 6.4. The Secretary will make contact with patients interested in joining the group.

7. Group Activities

- 7.1 The group will encourage health education activities within the practice and community.
- 7.2 The group will assist in the maintenance of good relations and communication between the practice, the local community and other relevant bodies on behalf of patients.
- 7.3 The group will be kept informed of practice policies and may express opinions on those policies on behalf of patients.
- 7.4 The group will in conjunction with the Practice publish a newsletter, which will be made widely available through as many channels as possible
- 7.5 The Group will endeavour to carry out patient surveys.