

## **TERMS OF REFERENCE OF THE PATIENT PARTICIPATION GROUP**

### **1. Title of the Group**

The Group shall be called THE PATIENT PARTICIPATION GROUP (PPG) of DR. KELLY AND PARTNERS and shall be affiliated to NAPP (the National Association for Patient Participation).

### **2. Aims of the Group**

The aims of the Group are

- To enable patients to have a voice in the services the Practice provides
- To provide an effective, representative and independent advocate for the views of patients
- To provide information via our PPG Noticeboards and the Practice website on issues affecting patients and about which they might not otherwise be aware
- To arrange opportunities for patients to network with members of the Patient Participation Group or Erewash Clinical Commissioning Group.
- To monitor new services and developments that affect our patients
- To influence policy and practice concerning our patients at a local, regional and national level. In doing so the Patient Participation Group will maintain its independence and not engage in any form of party political activity
- The area of benefit will only be patients of the practice of Dr. Kelly and Partners and Erewash Clinical Commissioning Group

### **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 Erewash CCG (Clinical Commissioning Group) 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 preventive medicine and healthy lifestyle choices.
- 4.5 The Group will work with the Practice Manager to 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, made available in the Surgery Waiting Room, and be published on the Practice website.
- 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.

### **5. Meetings of the Group**

- 5.1 The Group will meet monthly with the Practice Manager and Dr. Kelly, the Senior Partner, or his nominated representative in his absence and will update us on practice decisions and answer our questions on health or funding.

- 5.2. An Annual General Meeting will be held in February each year when officers will stand down but may become available for re-election for a further year.
- 5.3 Nominations for election to the Patient Participation Group must be made by patients in writing and received 7 days before the date of the Annual General Meeting. Should nominations exceed vacancies, election shall be by secret ballot.
- 5.4The AGM and other meetings of the Group will be Chaired by the Group Chair, Deputy Chair, Secretary, or another member of the Group nominated by the Group.
- 5.5 Notices of meeting dates and information about the PPG's activities will be displayed on PPG Noticeboards, in the Surgery waiting area and on the Practice website, and members will be notified by email alerts, and through the post when necessary.

## **7. Attendance at Meetings**

- 7.1 Failure to attend three consecutive meetings without due reason shall render membership of the Group void.

## **8. Organisation of the Group**

- 8.1 The Group's activities will be organised by a Committee of volunteers and invited members.
- 8.2 The Committee will be composed of a Chair, Deputy Chair, Secretary and between seven and nine members, to be agreed at the AGM. Other members will be co-opted as required.
- 8.3 Administrative assistance will be provided by staff at the Practice.