**Patient Participation Group (PPG)**

Terms of Reference

1. **Purpose**

The Rooley Lane Medical Centre patient participation group (PPG) exists to ensure that:

***‘The practice and its patients have the opportunity to***

***work together to improve local services’***

1. **Membership**

The structure of the PPG will include:

* Chair – Practice staff or patient.
* A PPG lead from the practice and a member of the wider staff team
* Patients registered with the practice
* Others may attend for specific agenda items

1. **Quoracy**

At least 4 PPG members, and a member of staff are required for the group to run.

1. **Frequency and timing of Meetings**

Meetings will take place every 2 months or sooner when required.

1. **Administrative Support**

The PPG will be supported in its work by a member of the management team team who will:

* Prepare meeting agendas and ensure the agenda together with any supporting papers are received by members at least five working days before a meeting.
* Prepare draft minutes for the Chair’s approval within seven working days and issue approved minutes within 14 working days of a meeting.
* Add all documents to the practice website within 14 days of the meeting.

1. **Functions and remit**

* To work with the practice to understand the needs of the wider community
* To champion the views of the wider community by encouraging the practice to respond to patient feedback
* To contribute to the continuous long term improvement in quality of patient care and patient experience
* To promote health and wellbeing for everyone in the local community
* To act as a critical friend to the practice
* The group will also:
  + provide a safe space for members to discuss any challenges they may face when championing the patient voice
  + provide a forum for members to share information and ideas
  + develop an understanding of the constraints and challenges within primary care
  + provide inspiration and encouragement between members
  + improve the confidence and self-esteem of PPG members

1. **Patient members role specification**

PPG members are encouraged to:

* Familiarise themselves with the ground rules and terms of reference for the group
* Acknowledge diversity and consider the needs of the wider community
* be objective, have a balanced approach, and draw on and use their perspective as a member of the public to contribute to group debates and decisions;
* be committed to working collaboratively with the GP practice
* Access training and peer support to where required