

Charlotte Keel Medical Practice (CKMP)

Patient Participation Group Terms of Reference

Terminology

PPG = Patient Participation Group

Members

Jane Isaac, Practice Manager (Chair)

Dr Phil Simmons

Patients of CKMP

Meeting Schedule

Half yearly – January & July

16:30 – 17:30

Patient Participation Group - Terms of Reference

The PPG will:

1. Members are required to respect confidentiality of specific topics discussed at the meeting as requested by other members, documents may be shared unless expressly stated as confidential or in draft form
2. Be the prime source of information, feedback and consultation from this practice to the Clinical Commissioning Groups, Health Watch, Public Health, and other patient bodies in this locality.
3. Consist of patients and health professionals who will work together to improve quality, solve issues and create wider access for the practice patients.
4. Ensure that the membership truly represents and is reflective of the local catchment community and treats the meeting with confidentiality when necessary.
5. To gain help with CKMP local community in health campaigns.
6. To engage with patients to enhance the service offered by CKMP.
7. To advise patients of changes to the Practice and new services offered.
8. Be chaired by the practice manager

9. Have a Practice GP present at meetings to enable clinical understanding.
10. Meet every 6 months, or as necessary.
11. Be provided with accommodation and facilitation by the Practice.
12. Have a quorum of at least four patient members for decision making and either a GP or practice manager.
13. Be involved in the annual/monthly preparation of the patient survey and prioritise and agree actions on the issues resulting from the survey
14. Inform the Practice patient body of the results of the survey and the actions taken.
15. Influence the provision of Primary, Secondary Health and Social Care locally.
16. Monitor Health Services and patient pathways.
17. Promote good health and higher levels of health awareness by encouraging and supporting activities within the Practice and promote health prevention.
18. Liaise with other PPGs in the area.