

Terms of Reference for the High Field Surgery Patient Reference Group

Patient Reference Group

The Patient Reference Group has been set up to give the practice and its patients an opportunity to work together to develop the Practice.

The group will enable patients and carers to comment on and influence:

- The development of patient literature
- The quality and range of services offered
- Standards of care at the practice
- Consultations with the wider practice population

Aims of the Patient Reference Group

The reference group should represent the wider community by offering advice and information to the practice, enabling them to:

- Provide services which meet the needs of the practice population
- Look at ways new services could be developed which meet the needs of the practice population.
- Promote health and wellbeing of the local community
- Provide services which are accessible by all
- Communicate effectively with their patients

Details of Patient Reference Group

The membership of the Group will be made up of practice staff, patients and carers. Membership will be reviewed after two years. The Chair of the Group is to be elected by the Group. A minute taker is to be appointed. The group will meet 3 or 4 times a year (as necessary).

Reporting

Minutes will be taken at each meeting and shared with all members of the group. The minutes will be made available to the wider practice population via the practice website. We will aim to send agendas and papers to the members no later than seven days prior to the meeting.

The Practice is not obliged to act on recommendations or proposals from the patient group. The practice does, however, commit to consider and respond to all recommendations and proposals, as appropriate.