

Armley Medical Practice

Patient Participation Group (PPG) - Terms of reference

1. Purpose

The Armley Medical Practice patient participation group (PPG) exists to ensure that:

‘The practice and its patients have the opportunity to work together to improve local services’

2. Membership

The structure of the PPG will usually include:

- Chair – Practice staff or trained patient advocate
- A member of the wider staff team such as a GP or nurse (this might not always be possible)
- Patients registered with the practice
- Others may attend for specific agenda items

3. Quoracy

five members are required for the group to run.

4. Frequency and timing of Meetings

Meetings will take place on a quarterly basis (or as necessary). Meetings will be held alternatively during the day and at weekends.

5. Administrative Support

The PPG will be supported in its work by a member of the admin 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

6. 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

7. Patient members role specification

PPG members are encouraged to:

- 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