

TERMS OF REFERENCE OF THE PATIENT PARTICIPATION GROUP

1. Name of the Group

The group shall be called THE PATIENT PARTICIPATION GROUP (PPG) of the CITY ROAD MEDICAL CENTRE in ISLINGTON, LONDON and be affiliated to the National Association for patient Participation.

2. Aims of the Group

To identify the needs and promote the health of the local community, by working in partnership with the practice, so that primary care services can flourish to the benefit of both patients and the practice.

3. Activities of the group

- The Group will consult with the Practice on service development and provision.
- The Group will assist the practice in identifying community health needs and encourage and support activities within the practice to address these needs.
- The Group will seek to ensure that Patient information and advice are readily available and clearly presented.
- The Group will contribute to, and be kept informed of practice decisions.
- The Group will be kept informed of the practice policies relating to the PCT to which it belongs. The group may express opinion on these policies on behalf of the patients.
- The Group will actively feed in to the South Islington Commissioning patient group to ensure that practice patients' views are fed back to the PCT in regards to the health services commissioned in Islington
- The Group will produce a newsletter three times a year, in partnership with the practice, informing Patients of the work of the Practice and activities of the Group. The newsletter will be distributed via email, and will be made available in the surgery and on the PPG section of the practice website.
- The Group will support the practice to achieve the objectives of the PPDES.

4. Membership

Membership of the group shall be open and free to all registered Patients and staff of the practice.

5. Meetings of the Group

- The group will endeavour to meet no fewer than four times a year, and will, in addition, normally hold an Annual General Meeting.
- Notices of meetings, reports on meetings and information about the PPG's activities will be displayed on the PPG board, in the surgery and on the Groups page of the practices website. Members will be notified by email and through the post when necessary.

6. Organisation of the Group

- The group activities will be organised by a Committee of volunteers and invited members.
- The committee will be composed of a Chair, Deputy Chair, Secretary and Treasurer, and between four and six, to be agreed at the AGM. Other members will be co-opted as required.
- Administrative assistance will be provided by staff at the practice.