



The New Surgery, 128 Canterbury Road, Folkestone, Kent CT19 5SR

PPG Constitution

The group shall be known as The New Surgery PPG. Membership will be open to any patient registered with the practice and will include the Practice Manager or other practice team members as representation from the practice.

Aims

- The group will provide a communication channel between the patients and the practice.
- With the help and assistance of the practice, the group will seek suggestions from patients for improvements to the service and highlight any areas that need attention.
- The group will assist the practice in monitoring quality through patient participation.

Objectives

- The group will influence the development of policies in the practice by representing patient views. This will ensure patients make the best use of the facilities available.
- The group will conduct surveys with patients to inform the action plan.
- The group will work with the practice to ensure changes are fed down to local community groups.
- The group will be informed of the commissioning plans and policies of the CCG and engaged in consultations when required.
- Information will be given to patients through notice board displays and the practice website.

Rules Governing the Group

- The group shall elect a chair to serve for a period of two years. This election will take place at a PPG meeting.
- Meetings at the practice will be held quarterly.
- The group will consist of a core group of at least 4 patients.
- Quoracy will require the attendance of a minimum of 4 patient members.
- A copy of the minutes from PPG meetings will be sent out to members. They will also be available on request and displayed on the practice website and notice board.
- The group shall appoint a Data Protection Officer who will be, for the time being, the Group Chair. The group will adhere to all provisions contained in the General Data Protection Regulations of May 2018 insofar as they apply to the group.