

The Woodlands Practice & Chislehurst Medical Practice

Roles and Responsibilities for the Chairperson and Vice Chairperson of the joint Patient Participation Group (PPG)

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Roles and responsibilities of the Chairperson and Vice Chairperson:

1. Uphold the PPG's Terms of Reference
2. Work with the PPG and relevant practice staff to create an agenda for PPG meetings
3. Chairperson leads the PPG meetings with the Vice Chairperson or Secretary recording actions in a supportive, honest, timely, unbiased and professional manner
4. Work with relevant practice staff to review all PPG documentation (e.g. meeting minutes and reports) to ensure that this is accurate and appropriately reflects the work of the PPG
5. Work with the PPG members to review and update relevant PPG governance documents (e.g. terms of reference, terms and conditions for PPG members, etc.)
6. Ensure the PPG action and review progress periodically
7. Responsibility of ensuring patient awareness of the PPG and its objectives
8. Provide an email address whereby patients can contact the Chairperson to raise matters of importance. When patients contact the Chairperson he/she will subsequently discuss this with the PPG and/or the practice team and they will collectively agree the appropriate course of action
9. Provide a brief induction to all new PPG group members (e.g. explanation of how the PPG works and ensure the new member signs the relevant paperwork).

The position of PPG Chairperson / Vice Chairperson is for two year duration and the PPG Chairperson/Vice Chairperson must abide by PPG member terms of reference. If the Chairperson / Vice Chairperson wishes to terminate his/her duties within this period this should be in writing to the PPG and copied to the Practice Manager. In the event of the PPG Chairperson/ Vice Chairperson resigning, the PPG will nominate a member to serve as the interim Chairperson until a replacement has been agreed.

Additional information

Although the post of PPG Chairperson and Vice Chairperson are for a maximum period of two years, there is the option for either person to be re-elected for one further term.

Process of electing/re-electing Chairperson and Vice Chairperson

This will entail a request for nominations from each PPG member with the option for existing post holder's to put their own name forward if they wish to retain those duties. Anyone who does not wish to be put forward needs to state this at the start of the process. Where there are more than one nominee for each position a simple vote will take place. Those nominated will not be eligible to

vote but will be asked to give a brief summary as to why they wish to take on the role. Votes will only be cast anonymously, by PPG members and a count of votes will be undertaken by the Practice Manager and the results announced. In the event of an even count the existing Chairperson will have the casting vote unless that person is seeking re-election. In such an instance everyone will be asked to vote again at the next meeting.