**The NPMC Patient Participation Group**

**Notice for application**

Newport Pagnell Medical Centre, NPMC@Willen and NPMC@Kingfisher

We are seeking an enthusiastic person to join our PPG on a voluntary basis and are looking to capture a good representative of our patients and encourage all ages, gender, ethnicities and disabilities to apply, the PPG will actively support the practice and its patients to shape the future of the services we provide.

If you are interested in this role please read the attached Statement of Purpose and put in writing how your skills and knowledge meet the requirements for the role.

The role will be on a rotation, once we have received all the applications, we will hold interviews and appoint a representative to start Oct 24. If you are not successful this time, we will add your name to the waiting list and contact you nearer to the time.

Please send your application for this role to

Blmkicb.npmcppg@nhs.net

If you have any questions about the role please do not hesitate to contact- Fazilat Shivji

Blmkicb.npmcppg@nhs.net

**NPMC Patient Participation Group Role**

**Statement of Purpose**

This statement of purpose will be reviewed on an annual basis.

**Aims of the participation in the PPG meetings:**

Participation in the PPG meetings is open to all PPG members, it is important that our PPG should have the opportunity to be actively engaged in what we do, be involved in supporting the practice for the betterment of the patients, able to see how we respond to the issues raised by patients and be given opportunities to raise questions and constructively challenge our actions.

The PPG is an informal meeting of the PPG and is organised on a bimonthly basis to:

* Give a patients a voice and the opportunity to become involved in projects and activities
* Communicate to patients the actions the Practice has taken on issues raised
* Help patients to gain a better understanding of how decisions are made in the practice.
* Allow space for patients to constructively challenge our priorities and our actions

**Frequency, duration and content of meetings**

The PPG will meet bimonthly, the meetings will be on a variable time to allow for maximum attendees, meetings will run for 1.5 hours each month.

Each meeting will include a briefing on previous actions and a set agenda of items to be discussed.

**Organisation and Management of Meetings**

The PPG Chair and Secretary will arrange the meeting

**Membership**

This position is open to all registered within the practices. We are looking to capture a good representative of our patients and encourage all ages, gender, ethnicities and disabilities to apply. to participate and will hold interviews for the role.

**Commitment**

* Members are asked to attend meetings or to give as much notice as possible of non-attendance.
* Attendees should read any information packs in advance, so that they are familiar with the session and its content.
* Attendees are asked to raise questions in advance of each meeting if anything about the event is unclear to them.
* PPG members should commit and adhere to the following ground rules.

**Ground Rules**

* Being considerate and respectful of differing views and beliefs.
* Being constructive and respectful when challenging decisions and actions.
* Not interrupting other members.
* Asking for help and supporting each other.
* Respecting confidentiality at all times.