

# **Francis Road Medical Clinic Patient Participation Group**

## **Terms Of Reference**

### **Title of the Group**

The Group shall be called the Francis Road Medical Clinic Patient Participation Group.

### **Aims of the Patient Participation Group (PPG)**

- To facilitate good relations between the GP practice (referred to as the 'practice' throughout this document) and patients by communicating patient experience, interests and concerns and providing feedback to the practice on current procedures and proposed new developments.
- To work collaboratively and positively with the practice to improve services and facilities for patients and to act as a sounding board for practice staff on issues affecting patients.
- To build two-way communication and co-operation between the practice and patients, other individuals and organisations in healthcare, and the wider community to the mutual benefit of all.
- To act as a representative group to support the practice and influence local provision of health and social care.

### **PPG Structure & Membership**

- The structure of the Francis Road Medical Clinic PPG comprises three levels:
  - Members
  - PPG Committee Membership (PPG CM)
  - PPG Executive Committee (PPG EC)
- General membership of the Francis Road Medical Clinic PPG shall be open to all registered patients and their carers.
- Any Member will be eligible to join the PPG CM. The PPG CM will reflect the patient profile and be widely representative and inclusive of different genders, ethnicities, ages, and abilities as required in the GP contract.
- The PPG CM shall normally not exceed thirty-five members. Between the Annual General Meetings, the PPG may co-opt individual members if needed to ensure that the PPG is fully representative of the patient community.
- The PPG EC shall comprise a chair (or co-chairs), a secretary (or co-secretary) taken from the members of the PPG CM.
- Removal of a patient from the patient list will mean that they will cease to be a member and cease to be eligible to be a member of the PPG.
- The PPG CM and the PPG EC shall both hold regular meetings. To maintain an active PPG, any PPG CM and EC member who fails to attend three consecutive relevant PPG meetings may be deemed to have resigned.

- The PPG will be non-political and non-sectarian, will always respect diversity and exemplify its commitment to the principles contained within the Equality Act.

### **PPG Committee**

- The Francis Road Medical Clinic PPG shall elect officers from among members of the PPG and they will be known as the Francis Road Medical Clinic PPG Committee. These will include Co-Chairs and Co-Secretaries. Other posts may be created by the Annual General Meeting on a proposal from the PPG.
- The initial PPG Committee members shall be appointed by the practice for an initial term of two years. Should the PPG Committee member positions become vacant the remaining Members of the PPG will vote to appoint interim holders whilst actively seeking to replace Members of the PPG within 3 months. The interim appointments will cease at the next AGM when a new Committee vote can be taken.
- The PPG will extend an open invitation to practice staff to attend its meetings as agreed with the practice manager.

### **Virtual PPG**

- To support the PPG and extend its reach, the PPG will establish an online group to be called the Virtual Patient Participation Group (VPPG). Any patient may volunteer to join the VPPG. The PPG will regularly contact the VPPG to obtain their views on specific matters.
- A member of the PPG will be made responsible for liaising with the VPPG and ensure that no one is excluded.
- There will be a standing item on the PPG agenda reporting any key themes, issues or suggestions that have been identified by any member of the VPPG to help ensure its members are engaged. Notwithstanding the above, any patient may send views and suggestions directly to the PPG.
- Members of the VPPG will follow the same Code of Conduct as those in the PPG that meet face-to face.

### **Management of the Face-to-Face & Virtual PPGs**

- The PPG shall meet face to face no fewer than four times a year. The PPG committee may meet more regularly for planning purposes and liaison with the practice staff if required.
- In the absence of the Co-Chairs, those members who are present shall elect a Chair from among the attendees.
- Meetings are subject to a quorum of five members of the PPG. Apologies for absence should be sent to a Secretary or Chair prior to the meeting. In the absence of any apologies or available explanation, any member recorded as not attending three consecutive meetings will be deemed to have resigned from the Face-to-Face PPG. The resulting vacancy can be offered to another registered patient.

- The PPG may invite relevant professionals or patients to specific meetings. Any such persons shall respect the confidentiality of the PPG.
- Decisions shall be reached normally by consensus among those present. However, if a vote is required, decisions shall be made by simple majority of those present and voting. In the event of a tied outcome the Chair may exercise a casting and additional vote.
- The Secretary shall produce minutes of meetings to be considered and approved at the following meetings of the PPG and subsequently be sent to members of the PPG and VPPG via email. Hard copies will be displayed in the practice.

### **PPG Activities**

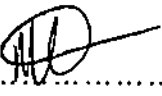
The GP contract sets out aims and objectives for the PPG:

- Make reasonable efforts during each financial year to review its membership to ensure that it is representative of the registered patients in the practice.
- Obtain the views of patients who have attended the practice about the services delivered by the practice and obtain feedback from its registered patients about those services.
- Review any feedback received about the services delivered by the practice with practice staff and relevant members of the PPG with a view to agreeing the improvements (if any) to be made to those services.
- Contribute to decision making at the practice and consult on service development and provision where appropriate, expressing opinions on these matters on behalf of patients. However, the final decisions on service delivery rest with the practice.
- Act as a sounding board to provide feedback on patients' needs, concerns and interests and challenge the practice constructively whenever necessary, also helping patients to understand the practice viewpoint.
- Communicate information which may promote or assist with health and social care.
- Explore overarching ideas and issues identified in patient surveys.
- Maintain a PPG area in the waiting room of the surgery with up-to-date information on current activities and opportunities for patients to comment (e.g., via a suggestion box).
- Act as a forum for staff to raise practice issues affecting patients, or for input into any operational issues affecting staff, so that patients can have their views on practice matters considered.
- Act as a forum for ideas on health promotion, self-care, and support activities within the practice to promote healthy lifestyle choices.
- Raise patient awareness of the range of services available at the surgery and help patients to access/use such services more effectively.

These Terms of Reference were adopted by Francis Road Medical Clinic PPG at the meeting held [venue / date] and may be reviewed according to emerging needs.

Signed by: S Prince (Co-Chairman) Date: 24/3/2022

PPG representative

And:  (Rina Jussabher) Date: 21/3/2022

GP Practice representative