

## **Beauchamp House Surgery: Patient Participation Group: Terms of Reference**

### **Purpose**

1. To support the Practice by fostering positive communication and relationships between its staff and patients.
2. To help the Practice to be responsive to all its patients' medical and social care needs, and accountable to each patient.
3. Members of the PPG shall abide by the ethos and values of confidentiality, objectivity and participation, and shall declare any possible, potential or actual personal interest so that decision making can be as transparent as possible.
4. Individual cases or personal issues will not be discussed, except as an example of a generic issue, and then any names or identifying detail shall be omitted.
5. Decisions reached by the PPG will be made public by means of the Practice website. Minutes will be kept and will be made available where appropriate.

### **Structure**

1. There shall be a core Patient Participation Group ("the PPG") of approximately 0.1% of the Practice's patients, each of whom must be fully registered at Beauchamp House.
2. The PPG will assign posts as appropriate, such as Chair and Secretary. If the Group decides to raise or receive funds, a Treasurer and Auditor will be appointed.
3. The PPG will seek to consider and represent the diversity of patients' needs, and may nominate individuals to cover specialised areas of health such as:
  - Pregnancy, babies, and children under 5
  - Children and young adults
  - Men
  - Women
  - Long term conditions
  - Older people
4. A larger Patient Consultative Group (PCG) shall be maintained, to be canvassed by the PPG on specific issues as needed.
5. Meetings of the core PPG shall normally be held every two months at Beauchamp House Surgery, and shall be physically accessible to all attendees. Meetings shall normally include one of the Practice Partners, and one of the administration staff or managers.
6. The core PPG, with input from the Consultative Group, shall continually decide its priorities and ensure that these are addressed as appropriate through PPG meetings.
7. Specialist sub-groups may be formed to deal with specific topics, using individual members' skills and interests. These shall be directed by – and accountable to – the core PPG.

**Last reviewed and agreed at a meeting of the Core Group on 25th March 2014**