

Terms of Reference

Joint Patient Participation Group Weeping Cross, Beaconside and John Amery Drive Surgeries

1. Title of the Group

The Group shall be called the Joint Patient Participation Group (PPG) of Weeping Cross, Beaconside and John Amery Drive Surgeries.

2. Aim of the Group

Improving communications and cooperation between the practices and the patients to the benefit of all

3. Membership of the Group

Membership of the Group shall be open and free to all registered patients and staff of the practice

4. Work of the Group

- Provide an interface between the patients and the healthcare professionals working at the three surgeries
- Continually examine ways in which we can improve feedback from a wider range of patients
- Represent patients in seeking to influence local provision of the health and social care system
- Ensure patient information and advice is readily available and clearly presented
- Contribute to the joint Practice and Patient Participation Group Newsletter
- Contribute ideas and act as a sounding board for service developments by the surgeries
- Learn about services provided by the Stafford and Surrounds Clinical Commissioning Group (via the District Patient Participation Group) and feedback patient views on these services.

5. Meetings of the Group

Meeting will be held on a three monthly basis. Normally the second Wednesday of the month at 6pm.

Notices and minutes of the meetings will be posted on the PPG Notice Board and/or PPG ring binder in each surgery and on the website together with information about any activities.

6. Organisation of the Group

The Group will have an elected Chair and Secretary. Two members will be elected to serve on the District Patient Participation Group. These 4 posts will be elected for a period of one year agreed annually at the September meeting. A Partner, Business Manager and the three Assistant Managers will be in attendance.

7. Ground Rules

- All opinions will be respected
- Discrimination will not be tolerated
- Confidentiality will be respected