

TERMS OF REFERENCE OF THE PATIENT PARTICIPATION GROUP

1. Title of the Group

The Group shall be called THE PATIENT PARTICIPATION GROUP (PPG) of the VICTORIA MEDICAL CENTRE in WESTMINSTER, LONDON, and shall be affiliated to the National Association for Patient Participation.

2. Aims of the Group

The aims of the Association are to promote co-operation between the Practice and Patients to the benefit of both

3. Membership of the Group

Membership of the Group shall be open and free to all registered Patients and staff of the Practice.

4. Activities of the Group

- 4.1 The Group will be kept informed of the Practice policies relating to the PCT to which it belongs. It may express opinions on these policies on behalf of the patients.
- 4.2 The Group will consult with the Practice on service development and provision and assist in the assessment of community medical needs.
- 4.3 The Group will contribute to, and be kept informed of, Practice decisions.
- 4.4 The Group will advise the Practice on the education needs of the community by encouraging and supporting activities within the Practice to promote preventive medicine and healthy lifestyle choices.
- 4.5 The Group will produce a Newsletter three times a year informing Patients of the work of the Practice and activities of the Group. The Newsletter will be distributed by email, and through the post where necessary, and will be made available in the surgery and on the PPG web page.
- 4.6 The Group will seek to ensure that Patient information and advice are readily available and clearly presented.
- 4.7 The Group will represent patients at the Practice in seeking to influence local provision of health and social care.

5. Meetings of the Group

- 5.1 The Group will endeavour to meet no fewer than four times a year, and will, in addition, normally hold an Annual General Meeting in February each year.
- 5.2 Notices of meetings, reports on meetings and information about the PPG's activities will be displayed on PPG notice boards, in surgery waiting rooms and on the Group's web page, and members will be notified by email alerts, and through the post when necessary.

6. Organisation of the Group

- 6.1 The Group's activities will be organised by a Committee of volunteers and invited members.

- 6.2 The Committee will be composed of a Chair, Deputy Chair, Secretary and Treasurer, and between four and six members, to be agreed at the AGM. Other members will be co-opted as required.
- 6.3 Administrative assistance will be provided by staff at the Practice.