



CONSTITUTION OF St KATHERINES PATIENT PARTICIPATION GROUP (PPG)

The St Katherine's Patient Participation Group (PPG) consists of a volunteer committee who are registered patients of the practice and also the St Katherines Surgery Virtual Patient Participation Group who are registered patients who have expressed an interest in supporting the PPG Committee in their activities. Our particular interest is the services the Practice offers and how these could be improved and made more accessible to the practice population. As a patient group we attempt to help improve the health of the local community and make sure the patient's experience is as good as it can be. A good PPG ensures the practice remains accountable and responsive to the needs of all patients.

For the purposes of this document the PPG Committee refers to the group that meets each quarter, as defined above, the Virtual PPG refers to the group of patients supporting the PPG in their activities and the Patient Population refers to the registered patients of St Katherines Surgery.

1. **Name of the Group**

The Group is called St Katherine's Patient Participation Group (PPG), affiliated to the National Association for Patient Participation.

2. **Purpose**

To ensure that patients and carers are involved in decisions about the range, shape and quality of services provided by St Katherines Surgery.

3. **Objectives**

- To be established as an important and well recognised link between patients, carers and the practice
- To ensure that issues common to all patients and carers are brought to the attention of the Practice.
- To complement the Practice and other elements of the NHS in ensuring patients are kept informed about issues affecting their primary care.
- To be a 'critical friend' to the practice
- To advise the practice on the patient and carer perspective and provide insight into the responsiveness and quality of services.
- To encourage patients to take greater responsibility for their own and their family's health.
- Carry out research into the views of those who use the practice, including carers of registered patients.
- Organise health promotion events and improve health literacy.
- Ongoing communication with the patient population.
- To seek opinion from underrepresented and seldom heard population groups.

4. **Means**

- Develop effective methods of communication with patients
- Communicate patient experiences, views and suggestions to healthcare professionals
- Contribute to Practice publicity
- Sponsor or assist in health promotion events or activities

- Establish links with other organisations as appropriate
- Consider a fundraising role if and when appropriate

5. Membership of the Committee

Membership of the Committee is open to any registered patient of the Practice. Patients seeking to join the PPG Committee should do one of the following:

- Speak to a member of practice staff who will pass their details to the PPG Chair
- Complete an application form available from reception or the PPG area of the waiting room
- Complete the online application form on the St Katherines Surgery website
- Contact a member of the PPG Committee

Patients interested in joining will be given a copy of the Constitution, Terms of Reference and Confidentiality Agreement.

The PPG will endeavour to recruit members from all sections of the patient community and take active steps to recruit patients who are not adequately represented. Membership will be reviewed at least annually.

7. Membership of the Virtual Patient Participation Group (VPPG)

Membership of the VPPG is open to any registered patient of the Practice. Patients seeking to join the VPPG should do one of the following:

- Speak to a member of practice staff who will pass their details to the PPG Chair
- Complete an application form available from reception or the PPG area of the waiting room
- Complete the online application form on the St Katherines Surgery website
- Contact a member of the PPG Committee

Patients interested in joining will be given a copy of the Constitution, Terms of Reference and Confidentiality Agreement.

8. The Committee

8.1 The Committee consists of a Chairperson, Vice Chairperson, Secretary, all of whom must be patients registered with this Practice, a GP representative, the Practice Manager or Assistant Practice Manager, a nurse representative and up to six other members who are registered patients of the practice. The PPG Committee will not exceed nine patient members and three staff members.

8.2 Additional members may be co-opted from time to time to represent a particular patient cohort or to contribute a particular skill, knowledge or experience.

8.3 A vacancy on the Committee can be filled at any time by a patient who has expressed an interest in joining. If more patients are interested in joining than there are vacancies, then the Committee will invite the person who, in the majority opinion of the Committee, best represents patients who are currently underrepresented on the Committee.

9. Conduct of Meetings.

9.1. The Committee shall meet not less than 4 times in any 12 month period

9.2. A minimum of one quarter of the patient members or three patient members whichever is lower must be present for a meeting to take place.

9.3. If necessary decisions will be agreed by a simple majority vote of members. In the event of a tied vote the Chairperson shall have casting vote.

9.4. Minutes shall be kept and the Secretary shall enter a record of all proceedings and resolutions therein.

10. Conduct of PPG Members

10.1 Matters discussed within the PPG are confidential and must not be discussed with anyone outside the PPG. On joining the PPG, members must sign the Confidentiality Agreement.

10.2 Behaviour or conduct by any member of the PPG which is disruptive or likely to cause distress to others or to bring St Katherine's Practice into disrepute will be asked to leave the PPG.

10.3 The PPG is not a forum for individual complaints or single issues.

11. Term of office

The members of the group will elect a Chairperson, Vice-Chairperson and Secretary. The term of office of the Chairperson, Vice-Chairperson and Secretary shall be three years, annually renewable thereafter.