

## Manor Surgery PPG: Constitution Updated February 2019

### 1.0 NAME

Manor Surgery Patient Participation Group (Manor Surgery PPG)

### 2.0 PURPOSE OF THE GROUP

Manor Surgery PPG will work in partnership with the surgery to enhance the experience of patients **and carers** registered with the surgery. It will do this by developing good communication between patients and the surgery. It will also focus on increasing patients' understanding of the services provided by the surgery and where relevant within the local area.

### 3.0 AIMS

3.1 To provide a way of communicating between the surgery and patients to help patients use services to their best advantage and to allow the surgery to develop services influenced by patient views and experiences.

3.2 To understand patient views and needs relating to services provided by the practice and other local healthcare providers and to make sure these views and needs are considered when healthcare planning decisions are made.

3.3 To work with patients and the surgery on health **promotion** issues, such as providing information for patients which is accessible and easily understood **and developing talks and events on health related topics.**

### 4.0 LIAISON

Manor Surgery PPG will liaise with other PPGs and the local Oxford City patient forum. It will also be affiliated to the National Association for Patient Participation (NAPP).

### 5.0 HOW THE PPG WORKS

5.1 Manor Surgery PPG will be open to all registered patients.

**5.2 A PPG Chair will be nominated, and agreed by the PPG. If more than one person is interested in the Chair role, a vote will be held at a PPG meeting. The form of this vote to be agreed by the PPG.**

**5.3 The tenure for the PPG Chair will be (to be decided).**

**5.4 The PPG will agree the best way to develop talks and events for patients. This will usually require a smaller group to meet outside of PPG meetings to develop and action plans to deliver PPG agreed talks and events.**

5.3 The PPG chair will meet regularly with the Practice Manager **in support of the work of the PPG.**

### 6.0 MEETINGS

6.1 Meetings will be held every **two months. The meetings will be held on Mondays, Tuesdays and Wednesdays, on a rotating basis. They will be held in the practice seminar room.**

6.2 All dates and times will be publicised on the surgery website. Registered patients are welcome to attend.

6.3 Attendees will also include the Manor Surgery Practice Manager **and the Reception Manager. The lead GP for patient participation, practice staff Clinical Governance responsibilities or special clinical interests will also be invited to attend in line with PPG meeting agenda items.**

**6.4 A member of the PPG will be needed to take notes at meetings and to send these to the PPG Chair for circulation to PPG members, the Practice Manager and the Reception**

**Manager, with the agenda for the next meeting. Notes will be circulated using email. Copies will be uploaded to the surgery website.**

#### **7.0 DECISION MAKING**

If the Manor Surgery PPG is required to make a decision at a meeting a vote will be taken of those patients attending the meeting. In the event of a tied decision the chair has a casting vote.

#### **8.0 REVIEW OF THE PPG AND THE CONSTITUTION**

**The PPG will review how it works, and amend its constitution accordingly, every three years. The next review will be January 2022.**