

The Heath and South Park Surgeries Patient Participation Group

Aims

- To represent the patients from both practices and share views, ideas and concerns constructively with Practice staff.
- To be a point of contact in matters for joint consultation.

Functions

- Supporting the practice in communicating with patients about how services are delivered and improved.
- Providing feedback on patients' views, concerns and interests and challenging the practice constructively.
- Assisting the practice and its patients to become better informed about the community by arranging contacts or meetings with voluntary groups/support.
- Communicating information about community developments which may affect healthcare or service provision.
- Supporting the practice in helping patients to become more informed about their health care options and promoting preventative medicine.
- Enabling the practice to gain feedback on and influence secondary healthcare and social care services locally, e.g. hospital discharge and support when back in the community.
- Providing feedback to and getting involved in local and national consultations.
- Fundraising for equipment or other facilities to improve the practice and/or fund the activities of the PPG.
- Building relationships with other PPGs and user-led groups in the area.

Membership

- The Group will have two parts; a Reference/Virtual Group and a Committee.
- Open to all registered patients who express an interest in belonging to the Group.
- Membership will be apolitical, non-discriminatory and will aim to represent the demography of the practices' populations.

Roles

- The Reference/Virtual Group will be consulted on specific topics and will be contacted by mail/email/telephone.
- The Committee will comprise of a Chair, Vice-chair, Treasurer and Secretary plus invited patient and staff representatives
- Meetings will be held quarterly at the surgery.
- Extraordinary meetings may be called when needed.
- Administrative support will be provided by the practice.

Resources

- A financial account to be held at Barclay's Bank in the name of *The Heath and South Park Surgeries Patient Group*. Two signatories will be able to access the account, one being the Treasurer.
- Donations and fundraising monies should normally be placed in the account within two weeks of receipt.
- Copies of bank statements and receipts to be made available to any Committee member upon request.
- A financial update will be given at each Committee or Group meeting.