

Caythorpe & Ancaster Patient Participation Group

Terms of Reference

Agreed at the first meeting of the group 26th November 2014

Purpose:

The purpose of this group is to give patients the opportunity to identify and influence opportunities for improvements in health and care services and to help improve communication between the Surgery and Patients.

Membership and Coordination

Any patients or representatives of Patients are welcome to attend the meetings.

The Surgery will provide managerial representation, and where possible, GP and staff representation at meetings.

Coordination and facilitation of the group will be shared between the practice, patient representatives and Healthwatch.

Meeting Frequency and Times

Meetings will usually take place 4 times per year, however this may be subject change if additional meetings are required. The meetings will usually take place between 6.30 -8.30pm.

Proposed Agenda items

In line with the purpose of the meeting being to improve communication – a standing agenda might include the following items:

1. Share info from previous meeting and introductions
2. Any patient comments or queries
3. Healthwatch Local Update
4. Patient Engagement
5. Partnership working and voluntary organisations update
6. Terms of reference – Annual Review

Note taking and circulation

If there is a patient volunteer to help with this, it would improve communication.

Where possible, the PPG would like to use e-mail for information sharing – to reduce paper use.

Any communication from the group and meetings may be shared and is publicly available and will be published on our website.s