

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 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 education issues, such as providing information for patients which is accessible and easily understood.

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 THE CORE GROUP

5.1 Manor Surgery PPG will be open to all registered patients. A core group will be set up to coordinate the work of the PPG.

5.2 The numbers for this group and any formal roles, and their duration, will be defined once the PPG has been established for six months to allow sufficient time to encourage participation.

5.3 During the initial six months (February 2014 to July 2014) a joint chair role has been agreed.

5.4 The PPG chair and representatives will meet regularly with the Practice Manager and Patient Services Manager to receive updates from local meetings and on issues of interest to the PPG.

6.0 MEETINGS

6.1 Meetings will be held every six weeks on a Monday evening, at Manor Surgery.

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

6.2 Attendees will also include the Manor Surgery Practice Manager, Patient Services Manager and lead GP for patient participation.

6.3 Notes will be taken at the meetings and circulated to attendees via email. Copies will be uploaded to the surgery website. These notes will include a draft agenda for the forthcoming meeting.

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.

This interim constitution will be reviewed and refined in July 2014