

PATIENT PARTICIPATION GROUP CONSTITUTION

Our Practice Patients Participation Group Rules

1) Name:

The name of the group shall be 'Dr Kulshrestha's Family Practice Patient Participation Group'

2) Objectives:

The objectives of the group shall be to promote the benefit of the patients of the Practice without distinction of gender, race, colour or political, religious or other opinions by encouraging development and quality of health promotion and health care services.

This aim will be achieved by liaising with the doctors and staff, other community health workers, Health Authorities and other persons or organisations concerned with health care.

3) Membership:

This shall be open and free to all Patients and Staff of the practice, irrespective of political party, nationality, religious opinion, race, gender or colour.

4) Aims:

- a) **Communication** – Members of the Group will act as a communication channel between the Practice team and the community in order to help patients use the facilities to the best advantage and the practice to implement policies influenced by representative patient views, not personal views.
- b) **Patient Charter** – The group may from time to time conduct surveys on behalf of the Practice in order to develop and monitor the practice mission and patient services.
- c) **Health Education** – The group will participate and help the Practice to review the health education needs in the community in order for the Practice to provide appropriate and useful community health education material.
- d) **Community Needs** – The group will have a role in assisting an assessment of community needs to help the Practice improve its services.
- e) **Clinical Commissioning Group** – The group will be informed and involved with reviewing the general policies relating to the Clinical Commissioning Group also known as the CCG which impact on the Practice. The group will then express opinions on these policies on behalf of the patients.
- f) **Practice Based Commissioning Group** – the Patient group will consider and review the commissioning plans of this cluster and provide their opinions on behalf of patients.

NOTE: Areas not covered by the PPG are: Finances, staff employment and disciplinary, management procedures, complaints from patients (which should be directed to the Practice via the Complaints Procedure).

5. Committee & Officers:

The Committee shall consist of 3 officers – a Chairperson, Vice-Chairperson and Secretary. These roles of the Committee members will be nominated and elected annually.

The Committee shall be empowered to manage the affairs of the group and to take any action on its behalf to the aims of the group.

Roles of the Officers

Chairperson: to chair the meetings and manage the affairs of the group.

Vice Chairperson: to chair the meetings on the chairman’s behalf and manage the affairs of the group when required.

Secretary: to take minutes and distribute agenda, minutes and any other information on required on behalf of the group.

6. Election & Retirement of committee members:

Any patient may nominate themselves for election to the Committee at the Annual General Meeting.

All officers and committee may offer themselves annually for re-election. If more than one Nomination is received for an officer position, then a vote must take place.

7. Meetings of the Group:

The group shall endeavour to meet not less than four times in any one year.

8. Minutes:

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

9. Dissolution:

If the Committee decides at any time that on any grounds it is necessary to dissolve the Group it shall call a Special General Meeting.

10. Alterations to the Constitution:

Any proposal to alter this constitution must be delivered in writing to the Secretary not less than 14 days before the date of the meeting at which it is first to be considered and shall be advertised together with the date of the meeting.

An alteration will require the approval of a two-thirds majority of Committee members or a simple majority of those voting at the Annual General Meeting.

Notice of such meeting must be given in accordance with normal procedures.

This constitution was adopted as the Constitution of ‘Dr Kulshrestha’s Family Practice Patient Participation Group’ on

Chairperson: Print:..... Sign.....

Vice-Chairperson: Print..... Sign.....

Secretary: Print..... Sign.....

Date: _____