

## **TERMS OF REFERENCE OF THE OTFORD MEDICAL PRACTICE (OMP)**

### **PATIENT PARTICIPATION GROUP (PPG)**

**1, TITLE OF THE GROUP** - The Group shall be called the PATIENT PARTICIPATION GROUP (PPG) of the OTFORD MEDICAL PRACTICE (OMP) and will initially be affiliated to the National Association for Patient Participation ( future membership renewal to be agreed on an Annual basis ) .

**2, AIM OF THE PPG** - To promote the co-operation between the OMP , patients and the West Kent Clinical Commissioning Group (CCG) to the benefit of all parties.

**3, ORGANISATION OF THE PPG** - The PPG's activities will be co-ordinated by a Committee of volunteers and invited members. To facilitate operational efficiency the size of the PPG will initially be limited to a maximum of 6 volunteer members (chosen from patients who have expressed an interest and commitment to the PPG ) plus one clinical and one managerial representative from the OMP giving a total of 8 PPG members. This will be reviewed annually.

The PPG will meet at least 4 times a year with an Annual General Meeting (AGM) held each May at which officers will be elected from nominations open to all patients.

The PPG will elect a Chair and Secretary at least once a year or more frequently if required.

The PPG will be guided by the OMP clinical and managerial representatives who attend all or part of the PPG meetings as appropriate. The OMP will keep the PPG informed of its policies and decisions relating to patients and West Kent CCG.

Meeting timetables will be published in advance followed by meeting minutes on appropriate notice boards, surgery waiting rooms and internet sites.

### **4, ACTIVITIES OF THE PPG**

To assist the OMP in improving services to patients.

To represent patient views and improve communication between patients and the OMP.

To receive comments about the OMP and assist in responding to them.

To express opinions on behalf of patients in regard to OMP policies.

To provide to the OMP advice in regard to the implications of the results of Patient Surveys.

To contribute to the OMP development process and comment upon any resulting action plans.

To advise the OMP on the education needs of the patient community in regard to preventative medicine, healthy lifestyle choices, appropriate use of healthcare services and any other areas as to improve the health of the patient community and the efficient use of medical resources.

To provide input to and publish feedback from the West Kent Clinical Commissioning Group, to co-operate with the Care Quality Commission (CQC) and to influence the provision of primary and secondary healthcare and social care.