



**Pembroke
Surgery**

PATIENT PARTICIPATION MANAGEMENT GROUP CONSTITUTION
Our Practice Patient Participation Group Rules

- 1) **Name:**
The name of the group shall be "Pembroke Surgery 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. The Group will be affiliated to the National Association for Patient Participation (N.A.P.P).
- 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) **Primary Care Trusts** – The group will be informed and involved with reviewing the general policies relating to the Primary Care Trust which impact on the Practice.

Representatives from the group will attend bi-monthly Practice Based Commissioning cluster meetings with PCT representatives. The group will then express opinions on these policies on behalf of the patients.

- f) **Practice Based Commissioning Group** – South Reading Consortium - 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. Patient Participation Management Group (PPMG) and Patient Participation Group:

At the current time the Patient Participation Management Group shall consist of 3 team members consisting of two employed staff, one of which is the Practice Manager who is also a member of the surgery senior management team (SMT) and a staff member who will be acting Secretary, and who is also a Receptionist Team Representative and Administrative Lead in this area.

The third member will be a Patient Representative for Pembroke Surgery, who is also an active Practice representative member of the South Reading Consortia (SRC) Patient Voice Group.

The PPMG members will be nominated and elected as required.

The PPMG shall be empowered to manage the affairs of the group and to take any action on its behalf to the aims of the group. The PPMG will set the agenda for the meetings and actions as per the Dept of Health guidelines laid out for the Patient Participation Direct Enhanced Service (DES).

Roles of the PPMG Members

Practice Manager: To chair the meetings and manage the affairs of the group.

Patient Representative: To participate and contribute views and suggestions on the agenda and help support activities arranged if required.

Secretary Staff Member: To take minutes and distribute agenda, minutes and any other information required on behalf of the group and to add views and suggestions on agenda from the receptionist perspective.

6. Election & Retirement of members:

Another patient may nominate themselves for election to the PPMG as the patient representative by contacting a current member. All PPMG members may offer themselves annually for re-election; the decisions on the re-election of staff members will be made by the current PPMG members and the Surgery SMT. If more than one Nomination is received for any position, then a vote must take place.

7. Meetings of the PPMG 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 PPMG members or a simple majority of those voting at any wider PRG consultation.

A months notice will be given for either alterations to the PPMG membership or any alterations to the Patient Participation Group Constitution to all virtual and non-virtual signed up PRG Group Members.

This constitution was adopted as the Constitution of Pembroke Practice Patient Participation Group on 31st October 2011.

Practice Manager signed: Rosemarie Tilley

Secretary signed: J.E Green

Patient Representative signed: J Haupling