

# **South Holderness Medical Practice Patient Reference Group Terms of Reference**

## **Title of the Group**

The group shall be called South Holderness Medical Practice PPG.

## **Aims of the Group**

The aims of the group are to promote co-operation between the practice and its patients, and contribute to the continuous improvement of services.

## **Membership of the Group**

Membership of the Group is limited to patients permanently registered at the practice.

- The Group will, as far as possible, be a representative mix of the practice population.
- In addition to this Group the practice intends to invite patients to be members of a Virtual Group whose views and comments will be shared with the Group.
- Membership will be reviewed on an annual basis.
- The Group will be limited in size in order to take into account available accommodation at the surgery, other than the waiting area

## **Activities of the Group**

This PPG will:

- Consult with the practice on service development and provision.
- Represent the views of the patient body and provide feedback on their needs and concerns.
- Contribute to the design of and participate in the review of the practice patient survey.
- Promote good health and higher levels of health education by encouraging and supporting activities within the practice.

## **Meetings**

Venue to be St Nicholas Surgery Withernsea.

The Group will endeavour to meet no fewer than four times a year, although currently we meet bi-monthly

At least one member of practice staff will attend every meeting.

## **Reporting**

Minutes will be circulated after each meeting will be produced to inform patients of the activity. They will be made available in the surgery and on the surgery website.