Crosland Moor Surgery

**TERMS OF REFERENCE**

The Patient Participation Group will:

* Contribute to practice decision-making and will consult on service development
* Provide feedback on patients’ needs, concerns and interests and challenge the practice constructively whenever necessary
* Serve as a ‘safety valve’ for dealing with grumbles and complaints about the practice – representing patients but also helping them to understand the practice’s viewpoint;
* Assist the practice and its patients by arranging voluntary groups/support within the community
* Communicate information about the community which may affect healthcare;
* Give patients a voice in the organisation of their care;
* Promote good health and higher levels of health literacy by encouraging and supporting activities within the practice and promoting preventive medicine;
* Influence the provision of secondary healthcare and social care locally;
* Monitor services, eg hospital discharge and support when back in the community
* Give feedback to NHS trusts on consultations;
* Fundraise for medical equipment or other facilities to improve the practice and/or fund the activities of the PPG; and
* Liaise with other PPGs in the area
* Consider and approve the appointment of new members to the group
* Meet at least four times a year with the option of additional meetings and be chaired by an elected Chair of the group and in his/her absence the Vice Chair will be asked to chair the group.
* Consist of a quorum of a minimum of four members plus the Chair and one practice representative. If the minimum attendance is not achieved, the forum/meeting will be rescheduled.