



# **THE COASTAL PARTNERSHIP PRACTICES**

## **CONSTITUTION**

# **PATIENT PARTICIPATION GROUP (PPG)**

**Updated Feb 2015**

## **WHAT IS A PATIENT PARTICIPATION GROUP?**

- ❑ The Patient Participation Group consists of a group of registered patients working with the Coastal Partnership to take active interest in their local surgeries.
- ❑ The patients and the Coastal Partnership will meet at regular intervals to decide ways of making a positive contribution to the services and facilities offered by the practice to the patients.

## **WHAT IS THE PURPOSE OF OUR GROUP?**

- ❑ To give the Coastal Partnership and patients the opportunity to discuss topics of mutual interest in their Partnership.
- ❑ To provide the opportunity for the PPG and the Coastal Partnership to work together and to make positive suggestions about the healthcare provision.
- ❑ To support health education activities within the Practice.
- ❑ To encourage and enhance self-help projects to meet the needs of fellow patients
- ❑ To act as a representative group at the Joint PPF Forum.
- ❑ To engage further with patients from the wider population for example Young People from local Schools and Parents from the Trinity Children's Centre.

## **WHAT ARE THE MAIN AREAS OF INTEREST?**

- ❑ Providing Feedback from patients regarding appointment systems, consultation times, and changes within The Partnership etc.
- ❑ Health Promotion - e.g. actively engage and involve local self-help groups and other groups identified by the PPG members to exchange information about healthy activities
- ❑ Voluntary activities  
e.g. Support and help surgeries with flu vaccination programmes, make the Partnership aware of local self-help groups and other groups providing support to patients in need of help.
- ❑ Information for patients will be provided through various channels including the Partnership website, minutes of the meetings. The PPG Notice Boards will display information about local self-help groups. Also other social media, for example facebook, twitter etc.

# Constitution

1. All representatives will be patients of The Coastal Partnership.
2. The group's aim is:
  - To ensure the Coastal Partnership makes informed choices as it strives to improve the quality of care it provides to its patients.The Coastal Partnership will encourage this by:
  - To encourage a spirit of self help and support amongst patients to improve their health and well being and understanding of the NHS
  - To enable communications between the service providers, the group, and the wider population.
  - To promote a patient perspective and enable patients to access and make the best use of available health care.
3. Patient confidentiality is paramount at all times.
4. The group should not be seen as a complaint gatherer.
5. The group will annually elect a Chair, Vice Chair and Secretary.
  - Identify Volunteers to act as a Contact Lead for each surgery.
6. Contact details of agreed group members will be displayed in surgeries for patients to be encouraged to use as a point of contact to raise topics to be discussed at the meeting. These contacts are strictly for general points and issues and at no time should patients be encouraged to divulge any medical information.
7. The group shall meet at least 6 times each year. Minutes will be taken and distributed before the next meeting.
8. The Chairperson shall be responsible for the conduct of all meetings to ensure members' follow the normal rules, speaking one at a time, and addressing their remarks to the Chair when called upon to speak. Any member wilfully disobeying the Chairman's request for order shall be asked to leave the meeting.
9. Discrimination of any sort will not be tolerated.
10. Changes to this constitution must be proposed and seconded in writing, and be given to the Secretary at least 7 days before the AGM to be passed. These changes must be agreed by two thirds of the members present.