

# ALMA ROAD SURGERY PATIENT PARTICIPATION GROUP

## PROVISIONAL TERMS OF REFERENCE

### **Title**

The Group will be called the Alma Road PPG

### **Aims**

To represent the patients and promote close cooperation between them and the Practice.

### **Membership**

Open and free to all registered patients of the Practice.

### **Objectives**

- To contribute to decision-making at the Practice and consult with patients on service provision and development.
- To give patients and staff the opportunity to meet and discuss topics of mutual interest.
- To explore issues raised from patients' feedback and surveys and to contribute to action plans and the monitoring of improvements.
- To give patients a voice in the organization of their care and communicate information about the community which may affect that care.
- To promote health awareness and patient education by making sure that information and advice is readily available.
- To represent the patients in seeking to influence the local provision of all aspects of health and social care.
- To provide practical support to the Practice to ensure effective communication via media such as newsletters, notice boards and survey analysis.
- To liaise closely with the Alma Road Charitable Trust to enhance the patient experience.
- To liaise with other local PPGs for mutual support.

### **Group Organization**

- The business of the Group will be organized by a Committee of volunteers and invited members who have special experience or expertise.
- The Committee will be composed of an elected Chair and Secretary plus a minimum of 5 members. Others may be co-opted as required.
- Assistance will be provided by the Practice as necessary.

### **Group Meetings**

- The Committee will meet no fewer than four times a year.
- Notices of meetings, reports on meetings and information about the Group's activities will be displayed on the PPG notice board, TV monitor and relevant websites.

(Devised March 2024      To be reviewed March 2025)