



CONSTITUTION OF THE MASHARANI PRACTICE PATIENT PARTICIPATION GROUP

Overall Purpose

A forum comprising of both patients and practice staff who meet at regular intervals to provide positive inputs to the service, facilities and quality of patient care offered by the practice and also contribute to the wider local healthcare needs of the community.

Aims and Objectives

- 1) To provide practice staff and patients with an opportunity to discuss topics of mutual interest concerning the delivery and quality of their health care.
- 2) To provide a forum for patients and staff to make positive suggestions and give constructive feedback about the practice and the quality of patient services offered.
- 3) To provide a forum that if called upon, is able to represent the views of the practice and patients that will influence local health and social care provision.
- 4) To provide a means that will encourage patients to take more responsibility for their own healthcare.
- 5) To provide and encourage the development of health and social education activities within the Practice and local Community area.
- 6) To provide, encourage and develop self help projects and groups with the aim of improving healthcare and supporting the needs of fellow patients.

Administration Arrangements

The forum will have the support of the senior partner and team and affiliate with the National Association for Patient Participation (N.A.P.P.)

The forum is open to all patients of the practice, and will ideally comprise of at least 12 members, representative of the diversity of the practice population.

A chair will be elected at the AGM and serve for a minimum term of one year January to December inclusive.

A secretary will be elected to serve for the same period, responsible for the taking and distribution of agendas and minutes in a timely manner and also dealing with correspondence.

A Treasurer will be elected to serve for the same period.

Meetings will meet as per an agreed yearly schedule with specific working groups formed and co-opted members invited if needed.

Agendas to be produced approximately two weeks in advance of the meetings with agenda items submitted to the secretary and agreed by the senior partner and Chair

Agendas, meeting notes and Annual report will all be made public through the surgery, web site and local media.

MPPG agreed Constitution October 2011.