

ECCLESFIELD GROUP PRACTICE PATIENT GROUP

Terms of reference

Aims & Objectives of the patient group

- To provide a positive, encouraging and objective forum to discuss issues relevant to the practice and its population.
- Act as a channel of communication from the practice to its population and vice versa.
- Involve patients and members of the public in the development and planning of new services by the practice.
- Ensure that the groups' views are as representative as possible of the local community.
- Obtain feedback on the quality and provision of services to help support future decision making.
- Assist in drafting practice materials and communications. For example; practice newsletter and website and offer feedback on literature for patients.

Membership

- Membership should reflect the practice population, where possible.
- Members must be:
 - i) registered with the practice;
 - ii) or represent a voluntary, community or faith sector organisation in the practice area.
- Members should be there to support the practice, and local population, rather than to pursue their own personal agenda.
- Patient membership will be for a maximum of three years, unless agreed otherwise by the practice.

Reporting

- The group's activities will be minuted with agreed action points.
- Minutes must be signed off by the practice manager prior to circulation.
- Feedback will be given to the practice by the lead GP or practice manager on the patient group.
- The group can expect feedback from the practice when required.
- Completed patient group papers will be available on the practice website.

Meetings

- Meetings will, on average, be held every quarter, or more as required.
- Meetings will be held between 1pm-2:30pm, unless agreed otherwise.
- Patient confidentiality will be maintained as required.