

# **Kearsley Medical Centre Patient Participation Group**

## **Terms of Reference**

### **Title**

The group shall be called

**KEARSLEY MEDICAL CENTRE PATIENT PARTICIPATION GROUP**

### **Aim of the Group**

The aim of the group is to promote co-operation between the Practice and Patients to the benefit of both.

### **Membership**

Membership of the group is open and free to all registered patients.

### **Structure**

Structure of the group will consist of:

- Chair
- Vice Chair
- Secretary

Nominations will be sought annually and for each office and a vote will be taken should there be more than one nomination.

### **Meetings**

The group will endeavour to meet no fewer than 2 times a year. Meetings will be held at Kearsley Medical Centre.

### **Recording**

Minutes will be recorded by the Secretary for every meeting and these will be published on Kearsley Medical Centre website and printed and displayed on the notice board in the waiting room.

At times, when confidential matters are discussed, the minutes will be divided into Part A and Part B. Part A will be published and Part B will have restricted access to the group.

## **Individual terms of reference**

### **Expectations for members to comply with**

All members of the group are expected to:

- Respect and accept other members' contributions even if they conflict with their own
- Be patient and remember that this group is all inclusive
- Listen to all opinions and encourage an informed discussion in a constructive and objective manner
- Ensure that all members have an equal voice and that all discussion is welcomed recognized and valued.

### **Confidentiality**

From time to time members of the group may become involved in addressing issues which may be confidential, either to individual patients or to the practice. All members of the group must be persons of integrity in which the public can have confidence and trust.

### **Conflict of interest**

Members must declare any interest that may conflict with their role in the group. If any member is unclear about conflicting interest, they should declare it and seek further guidance.

### **Representation**

Members of the group must not claim to represent Kearsley Medical Centre to the public or the media.