

# ECCLESFIELD GROUP PRACTICE PATIENT REFERENCE GROUP (EGPPRG)

## 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 decisions about the range and quality of services provided.
- Ensure that the groups' views are as representative as possible of the practice population.

Demographics as at 01/08/2012

0-4 M – 195 F – 168 = Total 363 (4.8%)  
5-14 M – 413 F – 367 = Total 780 (10.3%)  
15-44 M – 1,378 F – 1,308 = Total 2,686 (35.5%)  
45-64 M – 1,031 F – 1,019 = Total 2,050 (27.1%)  
65-74 M – 420 F – 449 = Total 869 (11.5%)  
75-84 M – 227 F – 293 = Total 520 (6.9%)  
85+ M – 87 F – 207 = Total 294 (3.9%)

Total Population = 7,562

- Agree priority issues for the practice and population.
- Obtain feedback by use of local surveys 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 registered with the practice
- Members should be there to support the practice, and local population, rather than to pursue their own personal agenda.

- The Group will appoint a Chair, Vice Chair, Secretary and Treasurer at each Annual General Meeting.
- Patient membership will be for a maximum of three years, unless agreed otherwise by the PRG.
- Members should support and challenge one another and practice representatives in a respectful and non threatening manner.
- The practice and/or PRG reserves the right to remove a member of the group whose behaviour and opinions are deemed to oppose the aims, objectives and membership expectations of the group.

### **Reporting**

- The group's activities will be minuted with agreed action points.
- Minutes must be signed off by the PRG prior to circulation.
- Feedback will be given to the practice by the lead GP or practice manager on the patient group.
- The group should expect feedback from the practice when required.
- Completed patient group papers will be available on the practice website and within surgery premises.
- An annual report will be published by 31<sup>st</sup> March.

### **Meetings**

- Meetings will, on average, be held every Month, or more as required. Opportunities for members to contribute to meetings via e-mail will be considered.
- Meetings will be held between 1pm-3pm, unless agreed otherwise.
- Patients absent for 3 consecutive meetings without good reason will be asked to leave the Group.
- Patient confidentiality will be maintained at all times.