

TERMS OF REFERENCE

APRIL 2023



NAME:

The group shall be called 'The Barcellos Family Practice Patient Participation Group' (hereinafter called 'The Group').

OBJECTIVES:

The Objectives of the Group shall be:

To enhance communication, between the Practice and patients of the Barcellos Family Practice (hereinafter called 'The Practice'), and to assist 'The Practice' in continuing to improve its provision of healthcare, whilst ensuring that patients are at the heart of decision making.

To promote health education and awareness on topics of interest and value to the patients via the Practice/Patient Newsletter (where applicable) with contributions from medical and clerical staff at 'The Practice'.

To promote, after discussion with the Partners, any matters which are deemed to be in the interest of the patients and 'The Practice'.

Use information gathered from patients via an annual patient survey and any other means to discuss problems and potential improvements with 'The Practice'.

Contribute to the Practice/Patient Newsletter (If the Practice wishes to do this)

Promote better healthcare and treatment.

Provide a choice of medium for patients to give feedback and comments about 'The Practice' to 'The Group'.

Challenge, Support and help 'The Practice' to improve service delivery.

Periodic review of the Terms of Reference of 'The Group'.

MEMBERSHIP:

Membership of 'The Group' shall be open to any patient of the Barcellos Family Practice over the age of 18 and who has not registered with the Practice on a temporary basis.

Membership does not confer any prior claims on the Practice or any right to preferential treatment.

Membership of the Group shall be terminated in the event of a member ceasing to be a patient of the Practice.

'The Group' shall normally consist of no more than twelve (12) patients of 'The Practice', and this should aim where possible to reflect a cross section of the patient population without discrimination.

MEETINGS:

Meetings will usually take place on a quarterly basis and will normally be held at Corbin Avenue Tricketts Cross Health Centre.

There should be one member of the Practice Management team representing 'The Practice' at each meeting.

Every matter shall be determined by a majority of votes of the members of the 'The Group' present, but, in the case of equality of votes the Chairman (or Vice Chairman in the absence of the Chairman) of the meeting shall have a casting vote.

A special meeting may be called at any time by the Chairman if the need arises.

If the Chairman is absent from any meeting of 'The Group', the Vice Chairman will act as Chairman for that meeting.

Minutes shall be kept of the proceedings of all meetings.

The Chairman and a member of the Practice Management team to meet when required to discuss any issues or changes that affect 'The Practice' or its patients.

ALTERATION OF THE TERMS OF REFERENCE:

The Terms of Reference may be altered by a resolution passed at a special meeting, by a majority of at least two thirds of the members present.

DISSOLUTION:

'The Group' may be dissolved by a two thirds majority of members present at a special meeting.