

THE UNIVERSITY SURGERY PATIENT PARTICIPATION GROUP

Role of the Patient Participation Group

The role of the Patient Participation Group is to provide a patient perspective to the University Surgery and a forum for the discussion of issues relevant to its operation and effectiveness, and to enable members, as appropriate, to contribute to wider discussion of local health care services.

Membership and responsibilities

- 1 *All patients of the University Surgery ("the Surgery") are invited to become members of the Patient Participation Group ('the Group') and to register the intention to attend its meetings.*
- 2 *One of the members of the Group shall be invited to serve as its Chair by agreement between the Partners and the Practice Manager. That appointment is subject to the approval of the Group.*
- 3 *The role of the Chair is to ensure its effective operation including, inter alia, agreeing its schedule of meetings, fixing agendas by agreement with the Practice Manager, chairing Group meetings, liaising with the Practice Manager to ensure that the Group has adequate support and providing such other input to the Surgery as may be consistent with the role.*
- 4 *The Chair will serve for a period of office of two years from initial appointment, which may be renewed.*
- 5 *The Vice-President of Welfare and Community of the Students' Union ('the VPW+C') is an ex officio member of the Group during his/her period of office even if not registered as a patient of the Surgery.*
- 6 *The VPW+C is jointly responsible with the Chair for ensuring its effective operation including, inter alia, contributing to its meetings, ensuring adequate student membership and representation and providing such other input to the Surgery as may be consistent with the role.*
- 6 *The Surgery's Practice Manager is responsible for overall coordination of the Group and for ensuring that appropriate support and resources are available to ensure its effective operation*
- 6 *The VPW+C is the first point-of contact between the Practice and the Students' Union*
- 7 *The Practice Manager is the first point-of-contact between the Students Union and the Practice.*
- 8 *The VPW+C will be informed of and involved in any collaboration with the wider student body, for example when the Practice wishes to communicate with, publicise itself to or seek feedback from students.*
- 9 *The VPW+C is responsible for ensuring that appropriate procedures are followed where any approval of those activities is required.*
- 10 *The Surgery Partners, all other medical staff and the Practice Manager are invited to attend all Group meetings and to contribute to proceedings in accordance with the Standard Agenda and at the discretion of the Chair*

Meetings

- 1 *Scheduled meeting will take place at least three times per Calendar Year and held during the University Academic Year so as to facilitate student participation.*
- 2 *The dates of those meetings will be agreed annually in advance before the start of the Academic Year by the Chair and the Practice Manager and those dates will be issued by e-mail to all registered members, posted on a notice in the University Practice and posted on a notice in the Students' Union before the start of the academic year.*
- 3 *Meetings will be held at the University Practice on Wednesday evenings.*
- 4 *Additional meetings may be scheduled, as required, to discuss specific issues.*
- 5 *Such additional meetings will be agreed by the Chair and by the Practice Manager.*
- 6 *For all meetings, a detailed agenda will be issued by e-mail to all registered members and be posted on a notice in the University Practice and on a notice in the Students' Union at least 14 days in advance.*

Standard Agenda

- 1 *Apologies*
- 2 *Matters arising from the previous meeting*
- 3 *Practice update*
- 4 *Vice President Welfare and Community update and student issues*
- 5 *Other issues raised in advance by members or others and approved by the Chair*
- 6 *Any other business*
- 7 *Date of the next meeting*

The detailed agenda will be prepared by adding additional information, as appropriate, under each of these headings.

Administrative support for and resourcing of the Group

- 1 *The Practice Manager is responsible for ensuring that adequate administrative support is available to allow the effective operation of the Group, including, inter alia, maintaining the register of members, ensuring that notice is given of meetings and agendas, taking minutes of meetings and maintaining the Group's section of the Practice website.*
- 2 *The Surgery will bear the reasonable costs of the operation of the Group, including, inter alia, communications, printing, advertising and hospitality at meetings.*