

Cuckfield and the Vale surgery PPG Terms of Reference

Purpose of the PPG

The PPG aims to promote co-operation, and strengthen communication between the Practice, Patients and the wider community for the benefit of all.

The PPG's activities are to:

- To act as a channel of communication between the practice, its patients and wider population;
- Provide feedback from patients on their needs, concerns and interests and champion these with the practice constructively when necessary;
- To identify services and issues upon which the practice should consult with patients; consider any comments or issues resulting from this consultation and support the practice in their response to them.
- To support and assist the practice in drafting practice materials and communications, such as the practice newsletter and website;
- Provide feedback on the provision of secondary healthcare and social care locally;
- Liaise with other PPGs in the area and provide input to local clinical commissioning where appropriate; Best Practice identification and communication
- Be as representative of the patient population as possible.

Meetings

- The frequency, location and times of meetings will be discussed and agreed between the PPG and practice representative.

The PPG will:

- Post dates and minutes of committee meetings on the Practice website;
- Provide patient feedback to the Practice on proposed changes.
- Organise meetings and events at intervals throughout the year, including on areas of special interest;
- Provide input into and support any patient surveys as required;

Membership

Members of the Patient Participation Group must be registered patients of Cuckfield and the Vale Surgery. The PPG will, as far as is possible given the voluntary nature of the group, make best endeavours to ensure that its membership reflects the practice population.

The practice will be represented at PPG meetings by a nominated member of the practice.