

ROTHWELL & DESBOROUGH HEALTHCARE GROUP
PATIENT PARTICIPATION GROUP CONSTITUTION

Name:

The name of the Group shall be Rothwell & Desborough Patient Participation Group (PPG) and shall be affiliated to the National Association for Patient Participation (N.A.P.P.).

Aims & Objectives:

The overall aim of our PPG is to develop a positive and constructive relationship between patients, the Practice and the community it serves, ensuring the practice remains accountable and responsive to all its patients' needs and ensuring they are at the heart of decision making.

This will be done without distinction of gender, race, colour or political, religious or other opinions or characteristics of individuals by encouraging development and quality of health promotion and health care services. The Group shall at all times respect diversity and will be committed to the principles contained within the Equality Act 2010.

This will be facilitated by liaising with doctors and staff, other community health workers, Health Authorities and other persons or organisations concerned with health care.

Membership:

Membership of the PPG is open to all current registered patients of Rothwell and Desborough Healthcare Group who have an interest in ensuring we deliver the best possible care and services to all of our patients. Members shall:

- receive no direct benefit from their membership of the PPG.
- approach the role with objectivity and a balanced approach, drawing on and using their own experience to inform discussions and decisions.
- be committed to working in partnership with the practice team.
- be prepared to voice opinions and to contribute to discussions.
- talk to other patients and carers and use meetings to reflect these views.
- respect the confidentiality of patients/carers that might be discussed at meetings.
- not use the forum to pursue a personal agenda. Members are encouraged to be objective, agenda free and respectful of other members of the PPG and Practice.

All members of the PPG and Executive shall retire annually at the Annual General Meeting but shall be eligible to be elected or co-opted again. Membership of the PPG shall be terminated immediately in the case of any person who ceases to be a patient of the Practice.

The PPG cannot:

- handle complaints.
- have access to confidential patient data.
- have access to information outside of the Freedom of Information Act, Data Protection Act or General Data Protection Regulations.

Meetings:

Meeting will be held up to 4 times per year. Accommodation for meetings and secretarial support will be provided by the practice without charge to the Group. This will include keeping a record of proceedings in the form of minutes and mailing as appropriate.

Once in each year, an Annual General Meeting shall be held at which any point the Annual report will be shown to the PPG. The annual report will also be made available to the virtual PPG members.

A Special General Meeting shall be held if not less than one third of the voting members of the current PPG request it in writing, stating the reasons, to the Chairperson or Secretary. The date of the meeting shall be advertised in the Practice for at least 14 days in advance and must be held within 21 days of receipt of a written request. The meeting shall be for the purpose of altering the constitution.

Meeting Agenda and minutes:

A standard format for the meeting will be adopted. This will provide opportunity for both members of the Group and the practice to include topics considered to be of interest.

The Group is not intended to be a forum for individual complaints. However, members may, at their discretion, take to the Practice Assistant issues considered to be relevant, for example, matters of practice performance and where the patient wishes to be anonymous.

Minutes shall be kept and the Secretary shall enter a record of all proceedings and resolutions

Code of Conduct:

- Read all relevant minutes/ papers prior to the PPG meeting.
- Attend meetings and stay for the whole meeting.
- Act in a constructive/respectful manner at meetings, ensuring objectivity and a balanced approach.
- Listen to other members of the PPG and respect their views.
- Notify the practice representative attending the meeting of any conflict of interest likely to arise from an agenda item. Promptly declare any conflict of interest that arises during a meeting.
- Membership of the PPG will be reconsidered if the code of conduct is not observed.

Communication:

Formal communication with the community served by the practice shall be arranged as and when appropriate. Word of mouth communication will be encouraged at all times.

Privacy:

Members of the PPG and associated professionals, such as the Practice Assistant, will have access to and use personal sensitive data as defined in the Data Protection Act and the General Data Protection Regulation and includes:

- Names
- Telephone / mobile numbers
- E-mail address

All members are asked to adhere to all current Data Protection Laws, General Data Protection Regulation and the PPG's constitution and specifically to keep information stored on personal devices safe and secure.

Finance:

The PPG does not raise or hold funds. Reasonable and prior approved out of pocket expenses on behalf of the PPG shall be claimed from the practice. Annual associate membership shall be paid to N.A.P.P. by the practice.

Notice and Application of Constitution:

This constitution will be available on the practice website or in hard copy if requested from the practice.

Alteration to the Constitution:

This constitution will be considered at the AGM and reviewed and amended as required by the PPG.

Confidentiality:

In the course of being a member of the PPG you may have access to, see or hear, confidential information concerning the medical or personal affairs of patients, staff, practice or associated healthcare professionals.

Unless acting on the instructions of an authorised officer within the practice, on no account should any information about patients, staff or practice business be divulged or discussed outside of the PPG. Any security or confidentiality breaches must be reported immediately to the Practice Assistant.

Declaration:

I understand that all information about patients, staff and practice business matters is strictly confidential.

I understand that the my name, telephone or mobile number and e-mail address will be shared with other members of the group for PPG business matters as outlined above.

Signature: _____

Date: _____