



Term of Reference of ASK Patient Participation Group

1. Title of Group

The Group shall be called the Adelaide Street Family Practice / The Harris Medical Centre Patient Participation Group also known as ASK.

2. Aims of the Group

The aims of the group are to promote co-operation between the Practice and Patients to the benefits of both.

3. Membership of the Group

Membership of the group shall be open and free to all registered patients and Staff of the practice.

4. Activities of the Group

- 4.1 The Group will produce a newsletter three times a year informing Patients of the work of the Practice and activities of the Group. The Newsletter will be distributed by e-mail, and through the post where necessary, and will be made available in the surgery and on the PPG web site, when available.
- 4.2 The group will be kept informed of the Practice policies relating to the PCT to which it belongs. It may express opinions on behalf of the patients.
- 4.3 The Group will consult with the Practice on service development and provision and assist in the assessment of community medical needs.
- 4.4 The Group will contribute to, and be kept informed of Practice decisions.
- 4.5 The Group will advise the Practice on the education needs of the community by encouraging and supporting activities within the Practice to promote preventive medicine and healthy lifestyle choices.
- 4.6 The Group will seek to ensure that Patient information and advice are readily available and clearly represented.
- 4.7 The Group will represent patients at the Practice in seeking to influence local provision of health and social care.

5. Meetings of the Group

The Group will endeavour to meet bi-monthly and will, in addition, normally hold an Annual General Meeting in February each year.

Notices of meetings, reports on meetings and information about the PPG's activities will be displayed on PPG notice boards(when available), in surgery waiting rooms and on the Group's web page(when available) , and members will be notified by e-mail alerts and through the post when necessary.

6. Organisation of the Group

- 6.1 The Group's activities will be organised by a Committee of volunteers and invited members.

- 6.2 The Committee will be composed of a chair, Deputy Chair, Secretary and between four and six members. The chair and deputy chair must come from different centres (i.e. one from Adelaide Street and one from Harris Medical Centre). In addition the ordinary members of the committee must be split evenly between the two centres. These members to be agreed at the AGM. Other members may be co-opted as required.
- 6.3 Administrative assistance will be provided by staff when necessary.