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## Terms of Reference

The purpose of the Patient Participation Group is to ensure that patients are involved in decisions about the range and quality of services provided by the practice.

The initial Meeting will ideally agree a Chairperson, the frequency of meetings and develop/agree the group's terms of reference.

Suggested Aims of the group:

- Involve patients in the decisions that lead to changes to the services that this practice provides either directly or in its capacity as gatekeeper to other services.
- Secure measure to represent the diverse patient profile of the practice
- Feedbacks on patients' needs, concerns and interests, and make suggestions on how to improve the voice of all patients.
- Give patients a voice within the practice on issues relative to their care
- Provided a frame work to liaise with other practice patient groups as they are being formed within Brighton and Hove
- Improve the access to the practice, initially review appointment system, use of the website and patient communications in house.
- Consider our role facilitating access to other health and social care providers.

The group will initially be supported by the practice manager and meeting shall be attended by at least one GP.

May 2011