

## PATIENT REPRESENTATIVE GROUP Fairfield Surgery

1. The Patient Representative Group is the committee for the Patient Participation Group.
2. Target size of committee to be 12 members (upper limit) and its quorum will be five Committee members including two Officers;
3. Officers: Chairperson, Vice chairperson, Secretary
4. Members who are absent from 2 consecutive meetings without apology or explanation to be dropped from the committee
5. A GP or the Practice Manager to attend PRG meetings when possible.
6. Meeting dates to be 3<sup>rd</sup> Monday of odd-numbered months.
7. Representatives of specific patient groups e.g. carers, mothers of young children, to be invited/encouraged to participate. If they cannot attend meetings to be proposed as a 'virtual' member. To be linked to an active member so that their views can be brought to meetings.
8. A PRG member to attend CCG/PPG Forum, if possible, Chair or Vice chair
9. Meeting minutes to be published on the surgery website
10. PRG/PPG Notice board in practice waiting room to provide information and include contact details for patients to raise issues
11. Aims and objectives:
  - To give a voice to patients of Fairfield Surgery and to promote co-operation between the Practice and Patients to the mutual benefit of both.
  - Provide feedback on patients' needs, concerns and interests and challenge the Practice constructively where necessary;
  - To keep patients informed also via the surgery website
  - Forum for ideas and problem solving
  - Opportunity for patients to participate in health/CCG initiatives
  - To act as a representative group to influence the local provision of health and social care
  - To liaise with the Friends of the Surgery

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Vice chairman PRG