

Terms of reference

Title of Group	Rawmarsh Health Centre Patient Participation Group
Function	To gain the views of patients to enable the practice to obtain feedback from the practice population
Objectives	<ul style="list-style-type: none"> • Agree areas of priority • Develop action plans to deliver agreed priorities • Monitor action plans • Develop a year-end report for publication to wider general practice population
Membership	Chairperson Administration support Patient representatives
Quorate	75% attendance at meetings A minimum of 1 Rawmarsh HC representative and 1 patient representatives
Frequency	Four times per year
Servicing	Minutes will be posted or emailed to members of the group. Agreed minutes and action plans will be placed in the waiting room and on the practice website
Review	These terms of reference will be reviewed annually

Membership

Gail Palmer	Rawmarsh Health Centre
Lyn Birch	Rawmarsh Health Centre
Diane Atkinson	Rawmarsh Health Centre
Janet Evans	Patient Representative
June Jones	Patient Representative
June Walker	Patient Representative
Brian Lovell	Patient Representative

Reviewed 5th April 2017