

# **Watlington & Chalgrove GP Practice - Patient Participation Group**

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## **Statement of Intent**

### **❖ Aim**

The Watlington and Chalgrove Practice Patient Participation Group (PPG) has been established to facilitate communication between the Oxfordshire Clinical Commissioning Group (OCCG) and the Practice Patient Population.

### **❖ Objectives**

- To improve communication about all aspects of the Practice
- To help the Practice maintain a high standard of patient care by involvement in the following key areas:
  - Funding and resource allocation
  - Legislation which affects the NHS and Social Services
  - Changes in local provision by the NHS and Social Services
  - Future planning with respect to the Practice building(s), services and staffing, including recruitment where appropriate.
  - Issues arising from Patient feedback

### **❖ Participation**

- All patients registered with the Practice along with personnel attached to, or employed by, the Practice are welcome to contribute to the Objectives outlined above.

### **❖ Structure**

The PPG will comprise a Steering Group and a Patient Group.

#### **➤ Steering Group**

- The Steering Group comprises 2 patients from each Surgery (Watlington and Chalgrove), a South East Locality Forum (SELF) member along with the Practice Manager and, where appropriate, any other Practice Staff member(s).

#### **➤ Patient Group**

- The aim of the Patient Group is to involve a wider cross section of the Patient Population including representatives of as many organisations as possible affected by and associated with the Watlington and Chalgrove Practice.

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## **❖ Operational Procedure**

- The location of meetings will normally alternate between the Watlington and Chalgrove Surgeries unless it is agreed a different venue would be more appropriate.
- **Steering Group**
  - The roles of Chair and Secretary for each meeting (including Patient Group meetings) will rotate amongst the Steering Group members and will be agreed at the previous meeting.
  - Prior to each meeting they will issue minutes of the last meeting and the agenda for the next meeting.
  - Meetings will be held monthly or as required. The purpose will be;
    - To discuss and consider issues that will impact on the Patient Population.
    - To discuss and consider developments within the Practice structure and/or operation.
    - Identify issues and developments to be communicated to the Patient Group.
- **Patient Group**
  - There will be a minimum of three meetings held each year. The purpose will be;
    - To keep the Patient Population informed of current issues and developments in the Practice, the OCCG and wider NHS and Social Services.
    - To consider any issues identified by the Patient Group through communications with the Patient Population.

## **❖ Communication**

- Prior to meetings and when appropriate, an invitation will be issued to the Patient Population to contribute items for consideration and discussion. Methods of communication will include;
  - The Patient email list
  - Prominent displays in both surgeries
  - Relevant publications within both Watlington and Chalgrove
  - Organisations willing to receive information from the PPG
  - The Practice website
- Where appropriate, minutes and a Newsletter will be issued and communicated via the same methods outlined above.
- Individual patients and personal issues cannot be discussed in any format associated with the PPG. Confidentiality must be respected at all times.