

# **MICKLEOVER MEDICAL CENTRE PATIENT PARTICIPATION GROUP**

## **CONSTITUTION**

The name of the group shall be the Mickleover Medical Centre Patient Participation Group.

## **PURPOSE**

To help the Mickleover Medical Centre provide a continuously improving service to its patients

## **OBJECTIVES**

1. To provide direct and indirect feedback from patients to the Centre
2. To comment on improvement proposals / operational changes to the Centre
3. To provide awareness to patients of broader Patient support services
4. To encourage self-help projects to meet the needs of fellow patients
5. To act as a representative group that can be called upon to influence the local provision of health and social care including the integration of new services
6. Work with other groups to exchange information, advice and knowledge including co-operation with other voluntary bodies

## **OUTCOMES**

1. Confirmed improvement actions for the Centre to implement
2. Prioritised actions for the Centre
3. Requests for further information
4. Meeting minutes for reference at future meetings and appropriate publicity to the broader patient community and Centre management and staff

## **MEMBERSHIP**

Membership shall be open to anyone who has an interest in assisting the Group to achieve its purpose, and is willing to adhere to the rules of the Group. However, membership will be a maximum of 20 members and usually a minimum of 12 - a waiting list will be established for future members.

Where it is considered membership would be detrimental to the aims and objectives of the Group, the Group shall have the power to suspend or terminate the membership of any member by resolution passed at a meeting. In the event of a tie the chairperson of the meeting shall have the casting vote.

After 3 consecutive absences from meetings the Group shall have the right to ask that person in writing via the Secretary if they wish to continue with their membership to the Group.

Members shall have the right of appeal to an appointed representative from each of the Group, the Practice and a Practice Professional

Any member of the Group may resign his/her membership either verbally or in writing to the Committee

**OFFICERS**

The Group shall normally have a committee consisting of:

The Chairperson                      Vice Chairperson                      Secretary

- plus any additional officers the Group deems necessary at the meetings required to carry out required activities.

The officers shall serve a maximum of three years, but should be re-elected annually. Officers have the right to resign their post at any time in writing to the Secretary. All members shall receive an Agenda at least 7 days before the next meeting. A quorum should be 4 members including one officer. Attendance should also include representation from the Practice either Practice Management and / or a Clinician.

If the required number of members are not present to make up the required quorum, the meeting can be re-scheduled as appropriate.

It shall be the responsibility of the Chairperson or Vice Chairperson to chair all meetings.

**ALTERATION TO THE CONSTITUTION**

Any alteration to this Constitution must be agreed by a majority vote.

**DISSOLUTION**

The Group may be dissolved if deemed necessary by the members in a majority vote at a special meeting.

This constitution was adopted at the meeting on the

Date ..... 5 June 2014 .....

BY:

Signed: Chairperson ..... PA Coulter .....

Signed: Vice Chairman ..... [Signature] .....

Signed: Secretary ..... [Signature] .....

Signed Member: ..... [Signature] .....