

## Definition of a Fully Functioning PPG (draft)



A fully functioning PPG will...

1. Have a Terms of Reference that sets out its clear purpose and organisation structure.
2. Have a core group of patients who meet regularly to plan activities and take decisions about the work of the PPG.
3. Have records of its meetings that are made available to all patients.
4. Use a range of communication channels to gather patients' views and feedback on services and experiences.
5. Be a genuine partnership between the practice and its patients with a shared vision, where there is positive support and encouragement from senior clinicians and sufficient administrative support from the practice.
6. Be patient-led (i.e. the chair or equivalent should be a patient of the practice) but with both patients and practice on an equal footing, working together to seek improvements in practices' services and in patients' health and well-being.
7. Work inclusively to ensure the interests and views of all patients are adequately represented and taken into account.
8. Develop links wherever appropriate with local communities.