

PPG Expression of interest

I would like to join the Mann Cottage Surgery PPG.

Name	
Contact telephone number	
Email address	

By giving the above information you are consenting to the Practice, or an existing PPG member contacting you.

I would like to join the face-to-face PPG

I would like to be added to the Virtual PPG mailing list ONLY

Once this expression of interest is received you will be sent the full PPG Terms of Reference. If you are happy to sign the TOR please return it to the Practice.

Following receipt of a signed TOR, you will be given details of the next PPG meeting (if joining as a face-to-face member) or you will be added to the mailing list and contacted when it is next necessary to do so.

Thank you for your interest in supporting Mann Cottage Surgery to be the best it can be for its patients.



Mann Cottage Surgery

Join Our PPG

Patient Participation Group

We need you!

It is important that a GP practice consults with its patients to develop services and maintain standards.

If you have ideas to help the surgery to be the best it can be, we would like to hear from you.

Within this leaflet you will find out what a PPG is and how you can join ours.

What is a PPG?

Since April 2015 it has been a contractual requirement of NHS England for all GP practices to have a PPG and to make reasonable efforts for this to be representative of the practice population.

A Patient Participation Group is a group of patients, carers, and GP practice staff who meet to discuss practice issues and patient experience to improve services the practice provides.

The PPG is open to every patient on the GP practice list.

The PPG core group should not exceed more than 20 members and should meet quarterly. All PPGs should have a Chairperson, a Vice Chairperson and a Secretary. The PPG will co-ordinate any meetings they wish to have with the Practice Manager. The lead GP and Practice Manager will attend the quarterly meetings whenever possible. The PPG can invite practice team members to any other meetings they wish to.

To support the PPG and extend its reach, many PPGs have a 'Virtual PPG'. The PPG will regularly contact the VPPG to ask for their opinions on specific matters.

What is the role of the PPG?

The aims and work of each PPG depends entirely on local needs.

All PPGs have one same aim of making sure the practice puts the patients and the health needs of the community, at the heart of everything.

PPG Code of Conduct

The PPG Membership is not based on opinions or characteristics of individuals and shall be non-political and non-sectarian, always respecting diversity and exemplifying its commitment to the principles contained within the Equality Act. All Members of the PPG (including the Virtual PPG) make this commitment:

- A. To always respect practice and patient confidentiality.
- B. To treat each other with mutual respect and act and contribute in a manner that is in the best interests of all patients.
- C. To be open and flexible and to listen and support each other.
- D. To abide by the seven Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.
- E. Not to use the PPG as a forum for personal agendas or complaints. These should be taken forward through other appropriate channels.
- F. To accept that the ruling of the Chair or other presiding officer is final on matters relating to orderly conduct.
- G. Otherwise, to abide by principles of good meeting practice, for example:
 1. Reading papers in advance
 2. Arriving on time
 3. Switching mobile phones to silent
 4. Allowing others to speak and be heard/respected.

By putting yourself forward to be an active PPG member, whether that be face to face or virtually, you will be asked to sign a PPG Terms of Reference. This is also signed by the Practice Manager and Lead GP.

How do you become a PPG member?

You will find an expression of interest form at the back of this leaflet. Please complete the information and return it to the practice reception.