



West Street Surgery

Patient Participation Group



The Practice Manager's Terms of Reference

1. The Practice Manager will always be an Officer of the Group and will not need to be elected at the AGM.
2. To develop and maintain the PPG in conjunction with the PPG Chairperson and Senior Partner of the Practice.
3. Compiling or arranging for Meeting Minutes to be taken of all proceedings, circulated to members of the group, organising their display in the Practice's waiting area and website.
4. Advising the group of any new regulations or controls affecting Primary Care that are likely to have an impact on patients or services.
5. Following Action Points and discussing them at The Practice Meeting or with the Partners. Conveying the results of these to the Chairperson.
6. Working in collaboration with the Chairperson for meeting the group's objectives and/ or targets.
7. Conveying Practice Systems, their revisions and enhancements to the Chairperson and PPG Group.
8. Notifying the Chairperson of Practice decisions as appropriate to the interest or business of the PPG.
9. Recruiting potential members to ensure Demographic and Ethnic involvement in Patient Group Business.
10. Contributing to the PPG Annual Report in conjunction with the Chairperson and the Group.
11. Notifying the Chairperson of any planned Inspections by the CQC, on a timely basis.
12. Informing the Group of any revisions or enhancements to the Practice's Services.