# Patient Participation Group Terms of Reference

**University Health Service Patient Participation Group Terms of Reference**

**Date: 8th October 2024**

#### 1. Purpose

The purpose of the Patient Participation Group (PPG) is to provide a platform for patients to express their views and contribute to the development and delivery of health services at the University Health Service. The group aims to ensure that patient perspectives are considered in decision-making.

#### 2. Objectives

* To promote patient involvement in the planning and delivery of services at UHS.
* To gather patient feedback on their experiences and suggestions for improvement.
* To assist in the development of patient information and educational materials.
* To support the practice in identifying and addressing health inequalities.

**It is not within scope of the group to**

* Discuss confidential patient information
* Discuss individual named cases or complaints
* Scrutinise the clinical decisions made by an individual GP or other clinician

#### 3. Membership of the PPG

* Membership is open to all patients registered at the University Health Service.
* The group will consist of patient members and UHS staff including a Chair, Secretary, and any other roles as deemed necessary.
* Members will be encouraged to represent diverse demographics and health needs.

#### 4. Meetings

* Meetings will be held quarterly at the University Health Service, 53 Gell Street, S3 7QP. Meetings may occasionally have to be held at other sites and PPG members will be informed in advance.
* An agenda will be circulated prior to each meeting, along with minutes from the previous meeting.
* Where there are significant changes being made within UHS that need communicating to students or student opinion, these may be brought to meetings for discussion.
* Subsequent meetings will include updates on any action taken by UHS as a result of feedback.
* Members are encouraged to suggest agenda items and can submit these via email to uhs-ppg@sheffield.ac.uk

#### 5. Confidentiality

Members are expected to respect the confidentiality of discussions and any sensitive information shared during meetings. Confidential patient information should not be discussed during the meetings.

#### 6. Reporting

* A summary of any PPG Meetings will be discussed in the UHS Operational Management meeting.
* A summary of each meeting will be made available to the wider patient community.

#### 7. Review of Terms of Reference

* These terms of reference will be reviewed annually to ensure they remain relevant and effective.

#### Signed

Ali King (Practice Manager)

8th October