

MID SUSSEX HEALTHCARE

Patient Participant Group

GROUND RULES

Based on the NAPP "Sample Ground Rules" for PPG Group Committees

The Officers: The elected Chairman, Treasurer and Secretary

The Practice Manager: *ex officio* representative of The Practice

1.	<p>The Constitution: The MSHPPG will adhere to the terms of the approved Constitution.</p>
2.	<p>Debating Procedures: The Committee will:</p> <ul style="list-style-type: none"> • advocate open and honest communication and challenge between individuals; • be flexible, listen, ask for help and support each other; • will demonstrate a commitment to delivering results; • regularly view progress and results.
3.	<p>Meetings:</p> <ul style="list-style-type: none"> • will not be a forum for individual complaints and single issues - there are other procedures for supporting patients with these concerns; • the Chairman will keep the meeting focussed on the agenda; • silence will indicate agreement; • minutes, excluding confidential issues, will be circulated to all members of the committee and displayed on the Practice website.
4.	<p>Confidentiality:</p> <ul style="list-style-type: none"> • confidential matters and discussions will not be shared outside meetings, but the Officers and Practice Manager may keep secure records to protect the Committee; • personal details of committee members will not be divulged without permission.
5.	<p>Communications:</p> <ul style="list-style-type: none"> • email is the preferred method of communication. • Hard copies will be forwarded to those without the internet. <p>Use of email - the following procedure is recommended.</p> <p><i>Formal Internal and External Correspondence</i></p> <ul style="list-style-type: none"> • The Officers and the Practice Manager must be copied into correspondence that may have consequences for the PPG and/or the Practice. • Acknowledgements and simple responses to PPG emails should be restricted to the sender. • Whenever possible, an approved MSHPPG logo and core statement should be included. <p><i>Approved Projects</i></p> <p>Working documents, drafts and conversations should be restricted to those closely involved. Final reports, notifications of any action and comments relating to the Group and/or requiring verification or approval to continue with the project should be copied to the Officers and the Practice Manager.</p>

This document will be circulated to all members of the MSHPPG Committee.

9 January 2020